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AUTHOR Castro, Jesus; And Others
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ABSTRACT

This curriculum guide for the Bilingual Microcomputer Business Skills Course reflects modern office practices and technology. This volume, third of three, contains five competency-based joint lessons, the focus of which is on mastering specific tasks needed to accomplish the job of the occupational cluster of clerical worker while also learning job-related English as a second language (ESL). The language level of the lessons is designed for a trainee with high-intermediate to advanced levels of English language proficiency. Each joint lesson include these components: a cover sheet (identifying related communicative task, vocational task, performance objective, steps and technical knowledge, technical terms, language functions, language structures, tools and materials, background knowledge, safety, attitudes, learning activities and resources (vocational and job-related ESL); technical terms sheets; information sheets; operation sheets; job sheets; activity sheets; and performance evaluation sheets. The five joint lessons/tasks are: record supplies; order office supplies by phone; order office supplies using purchase order form; file in alphabetical order; and file by subject. (YLB)

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Bilingual Microcomputer
Business Skills Course
Vol. III Joint Lesson 15-19
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WOMEN'S
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These 19 joint lessons are the product of a work team consisting of the following individuals: Jesus Castro, Alice Sigales, Mary Rooney, Felicita Ramos, and Charissa Collazo.

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TASK # 15

TASK # 15
RECORD SUPPLIES

RELATED COMMUNICATIVE TASK: Identify objects and record information

VOCATIONAL TASK: #15 Record supplies.

PERFORMANCE OBJECTIVE: Given an inventory sheet and a supply cabinet filled with various office supplies, organize items by category, on shelves, and record quantity of items in alphabetical order, on Inventory Sheet with 100% accuracy.

STEPS AND TECHNICAL KNOWLEDGE	TECHNICAL TERMS	LANGUAGE FUNCTIONS	STRUCTURES
1. 2. 3. SEE ATTACHMENT 4. 5. 6. 7. 8. 9. 10. 11. 12. 13. 14. 15.	Beginning inventory Ending inventory Good flow Inventory Invoice Perpetual inventory Periodic inventory Physical inventory Requisition slip Storeroom	COMMUNICATIVE SKILLS Active: writing Passive: reading FUNCTIONS: Identification Categorize	Nouns: mass/count nouns and corresponding verbs

TOOLS AND MATERIALS

Supply cabinet — Inventory Sheet
Scratch paper
Pen/pencil

BACKGROUND KNOWLEDGE

Basic math processes
Indexing
Developed organizational skills

SAFETY

Arrange materials & equipment in such a manner as to prevent spillage or breakage when cabine doors are opened.

ATTITUDES

Maintain accurate recording of office supplies to facilitate the reordering process.

LEARNING ACTIVITIES AND RESOURCES

VOCATIONAL

1. LEARNING STRATEGIES
   a. Facilitator identifies equipment and materials.
   b. Facilitator discusses technical terms and procedures for recording supplies.
   c. Practice activities # 1,2,3
   d. Review practice (individual) using the Owner's
   d. Instruct class. Participants record supplies in supply cabinet.
2. EVALUATION
   Performance Test
3. RESOURCES
   a. Information, Job Activity and Operation sheets.
   b. Facilitator
   c. Clerical Office Procedures
   d. HACER INC. office supply cabinet

J.R.ESL

1. LEARNING STRATEGIES
   a. Lecture on categorizing items. How to find similarities in office supplies in order to categorize them. Activity Sheet #1
   b. Practice identifying Office supplies by name. Activity Sheet #2
   c. Demonstration of language functions and structures: Mass/ Count nouns. Activity Sheet # 3.
2. EVALUATION
   Performance Test
3. RESOURCES
   a. Activity Sheets
   b. Facilitator

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BILINGUAL VOCATIONAL TRAINING

TASK #15

I. INFORMATION SHEET

INTRODUCTION

An inventory is a supply of items kept on hand by a business so that it can operate efficiently. If the supply of a necessary product is depleted, a serious delay can result. Inventories may contain large quantities of a few items or small quantities of a great many items. The nature of the organization determines which type of inventory is necessary for proper operation.

The quantity of a particular item in an inventory is referred to as a stock.

Systems for keeping inventories:

Companies have developed systems for keeping records of their inventories so that they know exactly how much of each item is on hand. The also know how many items are needed at particular times during the year. Computers have aided businesses tremendously in keeping accurate inventories.

The profits that companies earn depend, to some extent, on how carefully they purchase the materials and products needed to carry on their business. If they have too much stock, they are spending money needlessly. Therefore, knowing the best size for inventories is important to a firm.

RESOURCE : Pasewark & Oliverio "Inventory Control", Clerical Office Procedures, 6th Ed., South-Western Publishing Co., Cincinatti, Ohio 1978 pg. 521

II. TYPES OF INVENTORY

1. PERIODIC INVENTORY SYSTEM

Periodic Inventories are done at intervals. (Example: every 2 weeks, every month, every 2 months, etc.)

2. PERPETUAL INVENTORY SYSTEM

Perpetual Inventory is ongoing, every time an item or stock leaves the supply cabinet or stock room, a record is made.

III. KINDS OF BUSINESSES THAT USE INVENTORIES

1. DISTRIBUTION OR RETAIL: Ex: Department stores, drugstores, bookstores, supermarkets, etc.

Inventory is kept to make sure there is a constant supply for the customers.

2. MANUFACTURING: Ex: Furniture, automobile, etc. Have four ongoing inventories:

1. Raw materials - Inventory of materials needed to produce a product.
2. Components - Inventory of materials obtained from another company.
3. Goods in process - keep a count of how many goods are in each stage of production.
4. Finished Goods - The finished product.

3. SERVICE BUSINESS: Schools, Insurance Company, hotels, lawyers, doctors, etc.

1. Supplies & equipment inventory - inventory of the equipment needed to run the business. (Capital equipment - computers, typewriters)
2. Supplies and equipment needed to provide the service to the customers (pens, chairs, stationary).

IV. ARRANGEMENT OF SUPPLIES

Stockroom or supply cabinets must be carefully organized. Supplies must be arranged neatly on the shelves with the labels to the front. Old stock must be placed in the front so that it is used first. This means that you should place new stock in the back of the shelf.

V. PURPOSE OF INVENTORIES

To determine the quantity of goods on hand.

HOW INVENTORIES ARE USED:

1. To determine the immediate need for more goods or supplies.
2. To determine the cost of office supplies.
3. To determine the cost of goods sold.
4. To account for losses due to spoilage, theft, fire, etc.
5. To determine the value of the goods and materials a business has.

VI. ADVANTAGES OF COMPUTERIZED INVENTORY

Computer systems are often advantegeous for inventory accounting because some accounting techniques (last in, first out, or LIFO, for example) love sizeable tax advantages but are complex. Without the computer, many companies cannot cope with the computational requirements of the more sophisticated techniques.

Inventory control systems maintain the right quantity of parts or supplies in inventory. Inventory personnel must maintain a delicate balance. They do not want to run out of parts or supplies, but on the other hand, they do not want to have too many parts.

Excess parts must be paid for and the cost of carrying inventory can be very high. Consequently, computer systems are used to keep track of the quantity of parts in inventory, the rate at which they are used, and the time it takes to receive a delivery once an order is made.

One of the goals of inventory-control is to keep the amount of money invested in inventory as low as possible. This goal is critical to the success of many companies because of the high cost of carrying inventory.

Another goal of an inventory-control system is to improve customer service by avoiding stockouts or avoiding running out of supplies.

The input documents of the inventory-control application are records of items used, sold, returned, destroyed, and lost. These records include requisition slips, invoices, shipping orders, return notices, receiving reports, and adjustment slips.

The output documents are the physical inventory report, maintain inventory file, reorder report, etc. These reports should answer questions such as: What items or supplies should be reordered? What amounts should be reordered? What items have had unusual increase or decrease in demand or usage?

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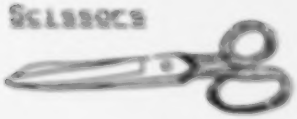
INFORMATION SHEET: MISCELLANEOUS OFFICE TOOLS AND SUPPLIES

- Tools are the instruments which are used to perform various tasks in an office.
- Supplies are the materials which you "use up" and must replace. When supplies are depleted, people say that they have "run out of" that particular supply.
- TOOLS:
  - Stapler

  - Staple remover

  - Scissors

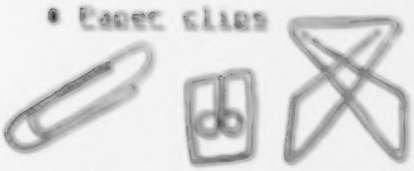


  - Tape dispenser

- SUPPLIES:
  - Staples

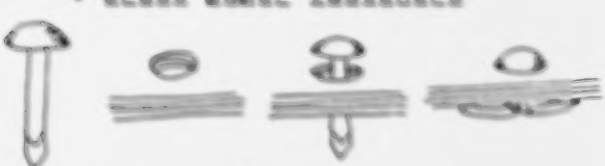
  - Paper clamps

  - Paper clips



  - Rubber bands

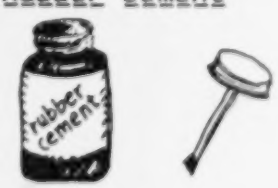
  - Brass paper fasteners



  - Rolls of Scotch tape and masking tape

  - Glue

  - Rubber cement



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INFORMATION SHEET: MISCELLANEOUS OFFICE TOOLS AND SUPPLIES

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DESK ACCESSORIES

- Some desk accessories which are commonly used on top of a desk are the following:

- A blotter, blotter pad, or desk pad is used to protect the surface of the desk and create a good surface for writing on.

- A desk organizer can hold pencils, pens, and other miscellaneous objects. There are many different styles.

- Pen or pencil holders are more specific kinds of desk organizers.

- Letter trays, or in-and-out boxes are made to hold in-coming and out-going mail. They usually stack on top of one another.

- An ashtray is for cigarette ashes.

- A paperweight is a heavy, decorative object used to secure papers on a desk and keep them from blowing away. Many paperweights are made of glass.

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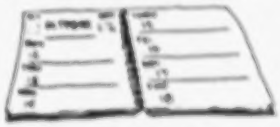
INFORMATION SHEET: MISCELLANEOUS OFFICE TOOLS AND SUPPLIES

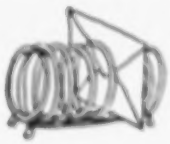
- A spindle is a post or spike which is used for holding papers which do not have to be preserved.

- Many people used a desk calendar of this style on their desk instead of or in addition to a wall calendar. Stationery stores sell refills for this kind of calendar.

- Other people use other kinds of appointment books, planners, or "reminders" to record and schedule their appointments, meetings, deadlines, and so on.



- Letter holders, or message racks sit on a desk and keep messages, letters, and notes separate and organized.



- Very often desk accessories come in sets that match.

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INFORMATION SHEET: MISCELLANEOUS OFFICE TOOLS AND SUPPLIES

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PAPER

1. Loose paper

- Paper is made of wood pulp or cotton or a mixture of both. The amount of cotton in the paper is described as a percentage, and is called the "rag content". The higher the rag content, the better and more durable the paper. 100% rag is the best, but offices don't usually use this high a quality paper. 25% rag is commonly used for important letters and documents.

- One piece of paper is called a sheet.

- The most common kinds of loose, blank (unprinted or plain) papers used in an office are the following:

  1. Typewriter or typing paper: The best quality of typewriter paper is called bond paper. It usually has a watermark in it. This is a name or a symbol which shows up in the paper when you hold it up to the light. Reading the watermark can show you which is the right side of the paper to use. Erasable bond typing paper is typewriter paper which has been specially treated so that it can be erased with a simple pencil eraser. It is not recommended for permanence or work that will be handled often.

  2. Duplicator/Mimeograph/Xerographic paper: This usually a cheaper, more lightweight (thinner) paper which is used in copy machines of various kinds.

  3. Second sheet paper: This is the paper used for making carbon copies. It is extremely thin and lightweight, and it is commonly called onionskin because of its weight and transparency.

  4. Carbon paper: This is the black or blue coated sheet which produces the carbon copy.

- The most commonly used sizes of paper used in an office are letter-size or standard-size paper which measures 8 1/2 inches by 11 inches, and legal-size paper which measures 8 1/2 inches by 14 inches.

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INFORMATION SHEET: MISCELLANEOUS OFFICE TOOLS AND SUPPLIES

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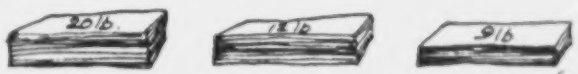
* Large quantities of loose paper are sold in reams. One ream = 500 sheets of paper.

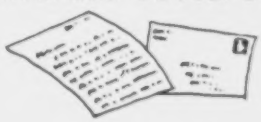
* Paper is also described in terms of weight. Good typing paper is usually "20lb" paper. This means that one ream of this paper weighs twenty pounds. Onionskin or second sheet papers are usually 9lb. papers. Other office papers generally fall within this range. (9lb.-20lb.)



Papers are also described by the number of pounds one ream (500 sheets) weighs.

2. Stationery

* Stationery means the paper and envelopes used for writing both formal and informal letters.



* Letterhead stationery, sometimes just called "letterhead", is the name for stationery which has been printed with a company's letterhead. The letterhead is printed across the top of the page and contains the company's name, address, phone number, and usually a logo or symbol which the company uses as a kind of a trademark.

3. Pads of paper

* Besides loose paper, offices use pads of paper. These may be bound at one side with an adhesive strip, or they may be "spiral-bound" with wire. They also may be plain (blank), lined (sometimes called ruled), or printed with special forms.

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INFORMATION SHEET: MISCELLANEOUS OFFICE TOOLS AND SUPPLIES

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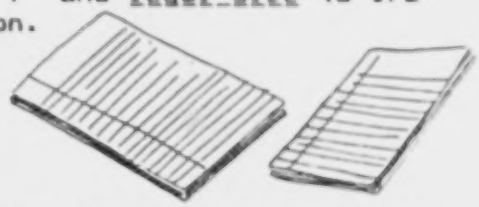
* Scratch pads are pads of unlined or lined paper used for any kind of figuring or informal writing. People often doodle on scratch paper.

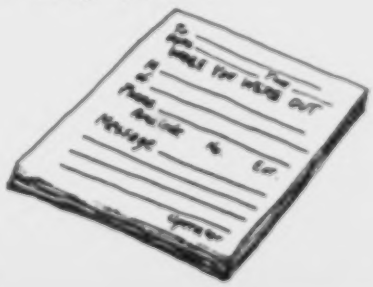
* Yellow lined or ruled pads are often used for writing rough drafts. They come in all sizes, but letter-size (8 1/2" x 11") and legal-size (8 1/2" x 14") are the most common.



* Spiral-bound or wire-bound pads are also sometimes called notebooks. They have a circular wire binding, and they come in all different sizes and shapes. Some styles have the binding along one side of the pad and some of them have it across the top.

* Spiral-bound steno pads or stenographer's notebooks are smaller than letter-size paper. They are made with the binding across the top so that a secretary can stand the notebook up and transcribe easily from notes.

* Offices use many other pads of paper which are pre-printed. Each pre-printed sheet is called a form or slip. What kind of printing they have on them depends on the kind of business. Some common ones are: sales slips, application forms, order forms, credit forms, shipping and delivery forms, inventory forms, payroll forms, debit slips, etc.

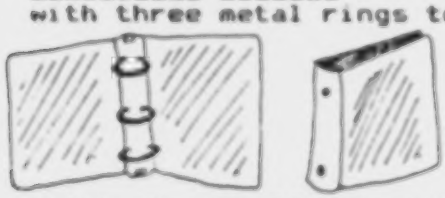


- Almost every company uses pads of memo (or phone message) forms. There are many different styles. Some have a carbonless copy sheet behind the message sheet so that a record is automatically made of the message.

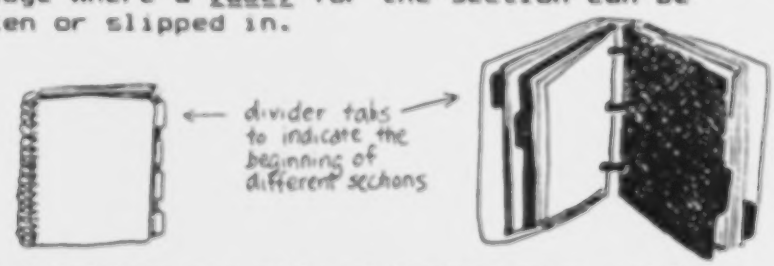
4. Notebooks

- "Pad" and "notebook" are often used interchangeably -- especially with spiral-bound ones.

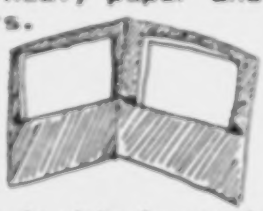
- Binders are also sometimes called "loose-leaf notebooks", because they bind up loose paper. Three-ring binders are standard-sized notebooks with three metal rings to hold punched pages.



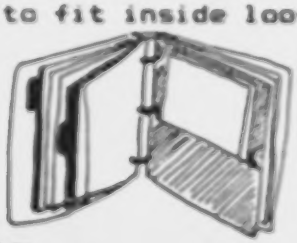
- Notebooks usually have dividers. These are made of heavy paper and often colored. They divide the material into sections. They usually have a tab on the edge where a label for the section can be written or slipped in.



- Colored folders are made of heavy paper and have pockets which can hold papers.



- Pockets are also sold to fit inside loose-leaf binders.



TASK # 15

INFORMATION SHEET: MISCELLANEOUS OFFICE TOOLS AND SUPPLIES

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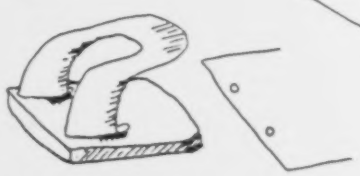
- Report covers are paper or plastic covers which cover and protect a typed or printed report. There are many, many different styles.

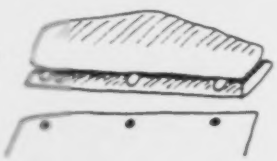
- Sheet protectors are clear sheets of plastic or acetate which fit over one or two sheets of paper to protect them from "wear and tear". Sheets which are worn and frayed on the corners are often called "dog-eared".

- To make holes in papers so that they will fit in binders, you use a tool called a paper punch.
  - A regular paper punch makes a single hole.

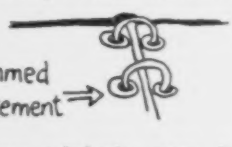
  - A double punch makes two holes at the same time.



  - A triple punch makes three holes at once.



- Gummed reinforcements are used to keep the holes from wearing out or tearing.



- Clipboards consist of a firm backing which can be used as a writing surface and a large clip to hold the papers in place.

TASK #15

TECHNICAL TERMS

ATTACHMENT

BEGINNING INVENTORY:	A count taken to find out how much materials and supplies an office has. This is usually done at the beginning of the year.
ENDING INVENTORY:	A count taken at the end of the year to find out how much materials and supplies are on hand. This is used to analyse the flow of supplies.
GOODS FLOW:	The flow of goods refers to the supplies and materials which are sold or used up by a company. Inventories keep track of which goods are sold and which supplies are used the most.
INVENTORY:	A supply of items kept on hand by a business so that it can operate efficiently.
INVOICE:	An invoice is a sales slip. A record which contains the delivery date, address, supplier, amount and cost of an item.
PERPETUAL INVENTORY:	A continous count kept of items at hand. Each time an item is brought in or taken out a it is recorded in a special count sheet.
PHYSICAL INVENTORY:	A physical count taken of items, supplies and equipment in an office.
REQUISITION SLIP:	A permit form used to request items from a stock room or to order supplies.
STOREROOM:	A room set aside to keep supplies.
SUPPLY:	An amount of items available for use or for sale in an office.
SUPPLY CABINET:	A cabinet used to store(put away) office supplies.
ITEMS:	Articles, units. Item is used to describe a separate thing. For example, Pens, Paper are separate items.

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TECHNICAL TERMS

ATTACHMENT

Page 2

QUANTITY:	An amount, a number. A number expressing the amount. How much paper do we have ? We have twenty sheets. Twenty is the quantity.
STOCK NUMBER:	A number assigned to a certain supply in an office.
FORMS:	Are printed or typed documents with blanks to be filled in. Examples: Attendance sheets, telephone message pads.
INVENTORY SHEET:	A form used to take a count and keep a record of the amount of supplies in an office.

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TASK #15

ACTIVITY SHEET #1: J.R.ESL

COMMUNICATIVE TASK: Categorization.

DIRECTIONS: Imagine you must organize the contents of the supply cabinet in your office, and place the items on the cabinet's shelves. Label each item with the letter of the shelf you would place it on. Several items may appear to belong on two shelves; however, your job is to select the most appropriate shelf.

SUPPLY CABINET

Shelf A: Writing Supplies

Shelf B: Office Forms

Shelf C: Paper Supplies

Shelf D: Computer & Typewriter Supplies

Shelf E: General Office Supplies

******

1. Computer paper _____
2. Pencils _____
3. Message pads _____
4. Rolodex cards _____
5. Scotch tape _____
6. Copier toner _____
7. Glue _____
8. Hanging folders _____
9. Cartridge ribbons _____
10. Inventory forms _____
11. Requisition forms _____
12. Bond paper _____
13. Correction fluid _____
14. Letterhead paper _____
15. Envelopes _____
16. Copier paper _____
17. Markers _____
18. Address labels _____
19. Manila folders _____
20. Floppy disks _____
21. Post-it note pads _____
22. Pens _____
23. Carbon paper _____
24. Memo forms _____
25. Onion skin paper _____
26. Erasers _____
27. Correction paper _____

NAME _____ DATE _____

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TASK #15

ACTIVITY: SHEET #1 J.R.ESL

COMMUNICATIVE TASK: Categorization.

DIRECTIONS: Imagine you must organize the contents of the supply cabinet in your office, and place the items on the cabinet's shelves. Label each item with the letter of the shelf you would place it on. Several items may appear to belong on two shelves; however, your job is to select the most appropriate shelf.

SUPPLY CABINET

Shelf A: Writing Supplies
Shelf B: Office Forms
Shelf C: Paper Supplies
Shelf D: Computer & Typewriter Supplies
Shelf E: General Office Supplies

******

1. Computer paper	(C),(D)	10. Inventory forms	(B)
2. Pencils	(A)	11. Requisition forms	(B)
3. Message pads	~~(B,(E)~~	12. Bond paper	(C)
4. Rolodex cards	(E)	13. Correction fluid	~~(D)~~(E)
5. Scotch tape	(E)	14. Letterhead paper	(C)
6. Copier toner	(C)	15. Envelopes	(C)
7. Glue	(E)	16. Copier paper	(C)
8. Hanging folders	(E)	17. Markers	(A)
9. Cartridge ribbons	(D)	18. Address labels	(C(E)

19. Manila folders (E)
20. Floppy disks (D)
21. Post-it note pads (E)
22. Pens (A)
23. Carbon paper (C)(D)
24. Memo forms (B)
25. Onion skin paper (C)
26. Erasers (E), (A)
27. Correction paper (D)

NAME _____ DATE _____

HACER INC./HISPANIC WOMEN'S CENTER
BILINGUAL VOCATIONAL TRAINING

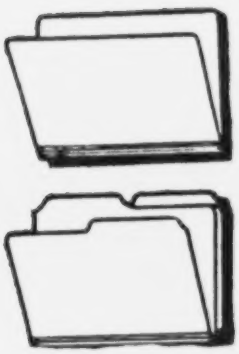
TASK #15

ACTIVITY SHEET #2:J.R.ESL

COMMUNICATIVE TASK: Identify objects by name

DIRECTIONS: For each of the following pictures:

1. Identify the object(s) and write what it is.
2. Write at least one verb that can be used with that object.
3. Write a sentence using the name of the object(s) and the verb, or explain what the object(s) is used for.

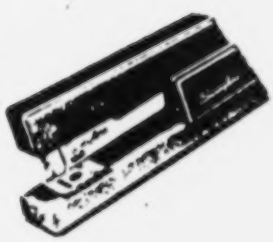


Example:

1. Folders (name of object(s)
2. file (verb)
3. Please file the letters in those folders. (sentence)

1. _____(name of object(s)
2. _____(verb)
3. _____ (sentence)

_____.

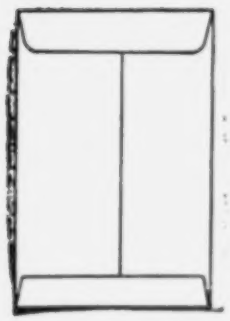


1. _____(name of object(s)
2. _____(verb)
3. _____ (sentence).

HACER INC./HISPANIC WOMEN'S CENTER
BILINGUAL VOCATIONAL TRAINING

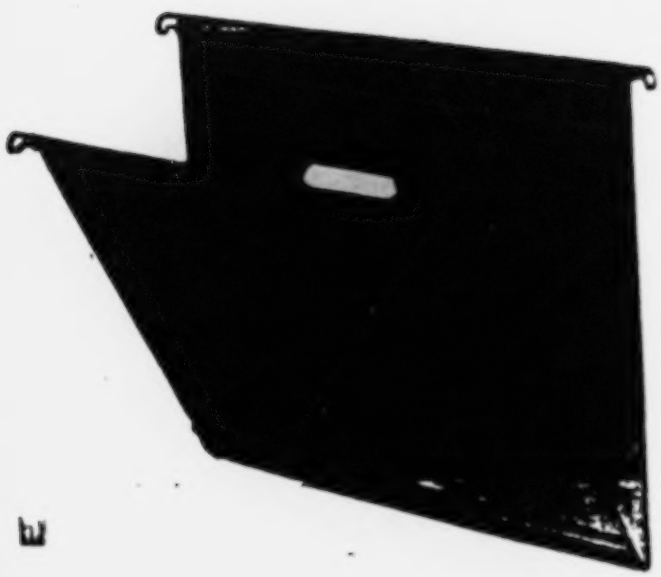
TASK #15

ACTIVITY SHEET #2 ;J.R.ESL
p. 2



1. _____ (name of object(s)
2. _____ (verb)
3. _____.
(sentence)

1. _____ (name of object(s)
2. _____ (verb)
3. _____.
(sentence)



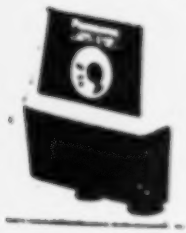
1. _____ (name of object(s)
2. _____ (verb)
3. _____
(sentence)
_____.

HACER INC./HISPANIC WOMEN'S CENTER
BILINGUAL VOCATIONAL TRAINING

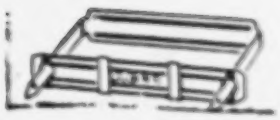
TASK #15

ACTIVITY SHEET #2: J.R.ESL
p. 3

1. _____ (name of object(s)
2. _____ (verb)
3. _____.
(sentence)



1. _____ (name of object(s)
2. _____ (verb)
3. _____.
(sentence)



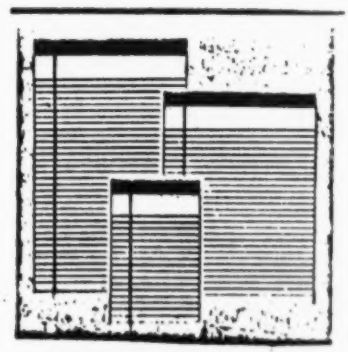
1. _____ (name of object(s)
2. _____ (verb)
3. _____.
(sentence)

1. _____ (name of object(s)
2. _____ (verb)
3. _____.
(sentence)

HACER INC./HISPANIC WOMEN'S CENTER
BILINGUAL VOCATIONAL TRAINING

TASK # 15

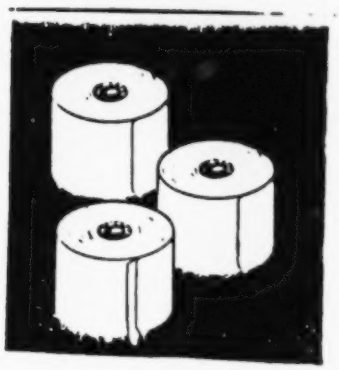
ACTIVITY SHEET # 2 : J.R.ESL
p. 4



1. _____ (name of object(s)

2. _____ (verb)

3. _____.
(sentence)



1. _____ (name of object(s)

2. _____ (verb)

3. _____.
(sentence)

1. _____ (name of object(s)

2. _____ (verb)

3. _____
(sentence)

_____.

NAME _____ DATE _____

HACER INC./HISPANIC WOMEN'S CENTER
BILINGUAL VOCATIONAL TRAINING

TASK #15

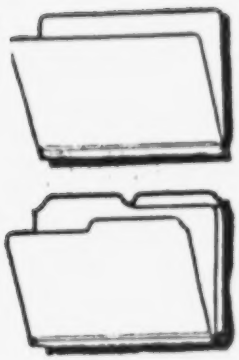
ACTIVITY SHEET #2:J.R ESL

COMMUNICATIVE TASK: Identify objects by name.

DIRECTIONS: For each of the following pictures:

1. Identify the object(s) and write what it is.
2. Write at least one verb that can be used with that object.
3. Write a sentence using the name of the object(s) and the verb, or explain what the object(s) is used for.

Example:

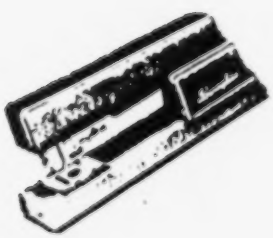


1. Folders (name of object(s)
2. file (verb)
3. Please file the letters in those folders. (sentence)

Folders keep important papers organized.

1. Markers (name of object(s)
2. write (verb)
3. You can write with markers on most surfaces. (sentence)

Markers are used for drawing and presentations.



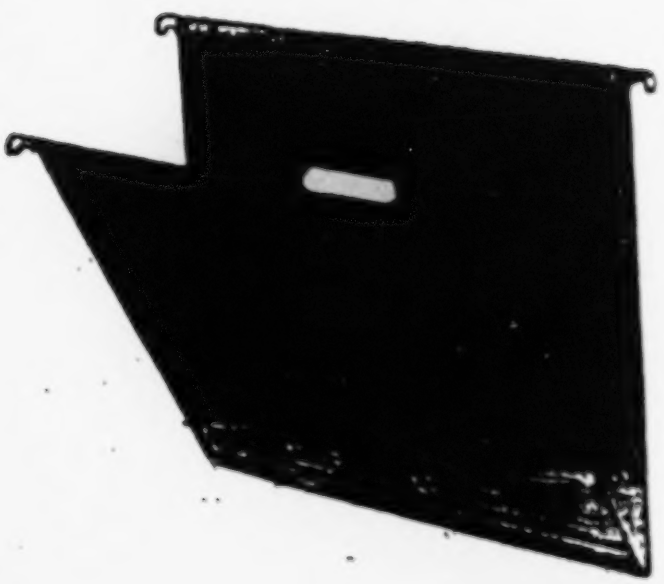
1. Stapler (name of object(s)
2. fasten (verb)
3. A stapler can fasten small or large quantities of paper. (sentence)

TASK #15

ACTIVITY SHEET #2; J.R.ESL
p. 2

1. Manila envelope (name of object(s)
2. enclose (verb)
3. Mail is often enclosed in Manila envelopes. (sentence)

1. Rotary line dater (name of object(s)
2. stamp (verb)
3. The rotary line dater is most often used to stamp incoming mail with the day, month and year of receipt. (sentence)



1. Hanging file folder (name of object(s)
2. hanging (verb)
3. Hanging file folders help eliminate jammed file drawers. (sentence)

HACER INC./HISPANIC WOMEN'S CENTER
BILINGUAL VOCATIONAL TRAINING

TASK #15

ACTIVITY SHEET #2: J.R.ESL
p. 3

1. Disk (name of object(s)
2. store (verb)
3. Disks are used in computers to store information. (sentence)

1. Electric pencil sharpener (name of object(s)
2. sharpen (verb)
3. This machine sharpens pencils quickly and easily. (sentence)

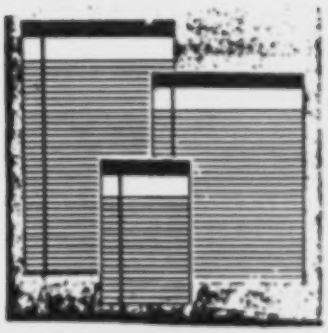
1. Metal prong fastener (name of object(s)
2. keep/fasten (verb)
3. A metal prong fastener helps keep papers firmly attached within folders. (sentence)

1. Staple remover (name of object(s)
2. remove (verb)
3. This product helps to remove staples without damaging paper. (sentence)

HACER INC./HISPANIC WOMEN'S CENTER
BILINGUAL VOCATIONAL TRAINING

TASK # 15

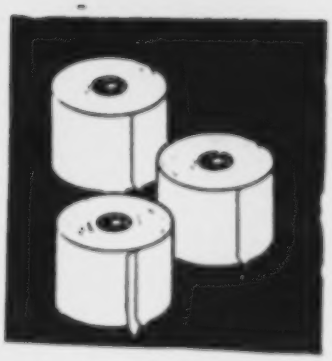
ACTIVITY SHEET # 2: J.R.ESL



1. Ruled pads (name of object(s)

2. Take (verb)

3. You can use ruled pads to take notes. (sentence)



1. Add rolls (name of object(s)

2. insert (verb)

3. Paper add rolls are inserted in adding machines and calculators. (sentence)

1. Typewriter ribbon (name of object(s)

2. type (verb)

3. You can type approximately 150,000 (sentence)
characters with one typewriter ribbon.

NAME _____ DATE _____

HACER, INC./HISPANIC WOMEN'S CENTER
BILINGUAL VOCATIONAL TRAINING

TASK #15

ACTIVITY SHEET #3: J.R. ESL

COMMUNICATIVE TASK: Oral practice of distinction between mass nouns and count nouns.

DIRECTIONS:
Imagine you're working in an office and you run out of something you need. You would have to ask a coworker to lend you/let you use some of his/her materials in a dialogue such as this one.

Fill in the first blank with each of the following office supplies/ materials and use the appropriate sentence structure depending on whether the first blank is filled with a count noun or a mass noun.

Practice the dialogue with a partner.

NOUNS FOR DIALOGUE

White out/correction fluid.	calculator rolls
blank diskettes	envelopes
typing paper	carbon paper
Scotch tape	paper clips
address labels	ink
manila folders	toner
staples	masking tape
message pads	rolodex cards
sheets of letterhead	rubber bands
glue	fasteners

DIALOGUE

A. Excuse me, could you spare some _____?

B. How much / many _____ do you need?

A. Oh, just a few / a little. _____.

B. Take as much / many _____ as you want.

A. Thanks.

B. You're welcome.

NAME_____ DATE_____

HACER, INC./HISPANIC WOMEN'S CENTER
BILINGUAL VOCATIONAL TRAINING

TASK #15

ACTIVITY SHEET #3: J.R. ESL

COMMUNICATIVE TASK: Oral practice of distinction between mass nouns and count nouns.

DIRECTIONS:
Imagine you're working in an office and you run out of something you need. You would have to ask a coworker to lend you/let you use some of his/her materials in a dialogue such as this one.

Fill in the first blank with each of the following office supplies/ materials and use the appropriate sentence structure depending on whether the first blank is filled with a count noun or a mass noun.

Practice the dialogue with a partner.

NOUNS FOR DIALOGUE

White out/correction fluid.	calculator rolls
blank diskettes	envelopes
typing paper	carbon paper
Scotch tape	paper clips
address labels	ink
manila folders	toner
staples	masking tape
message pads	rolodex cards
sheets of letterhead	rubber bands
glue	fasteners

DIALOGUE

A. Excuse me, could you spare some rubber bands?

B. How ~~much~~ many do you need?

A. Oh, just ~~a few~~ a little. a few.

B. Take as ~~much~~ many as you want.

A. Thanks.

B. You're welcome.

NAME _____ DATE _____

HACER INC./HISPANIC WOMEN'S CENTER
BILINGUAL VOCATIONAL TRAINING

TASK #15

ACTIVITY SHEET #1: VOCATIONAL

DIRECTIONS: Answer the following questions.

1) Why are inventories important in the modern business?

_____

_____

_____

2) What is the difference between a periodic and a perpetual inventory?

_____

_____

_____

3) Why are labels arranged facing the front of a supply cabinet?

_____

_____

4) Why is new stock arranged in the back of the supply cabinet or store room shelf?

_____

_____

_____

5) Why would a business <u>not</u> want to be "overstocked," (have too much of a particular item)?

_____

_____

_____

_____

NAME_____ DATE_____

HACER INC./HISPANIC WOMEN'S CENTER
BILINGUAL VOCATIONAL TRAINING

TASK #15

ACTIVITY SHEET #1: VOCATIONAL

DIRECTIONS: Answer the following questions.

1) Why are inventories important in the modern business?

Because the profits they earn depend, to some extent, on how carefully they purchase materials and products.

2) What is the difference between a periodic and a perpetual inventory?

Periodic inventory: done at intervals (every week, month, etc.

Perpetual inventory: is ongoing.

3) Why are labels arranged facing the front of a supply cabinet?

Because they are easier to read.

4) Why is new stock arranged in the back of the supply cabinet or store room shelf?

So that old stock, which has been placed in front, will be used first.

5) Why would a business not want to be "overstocked," (have too much of a particular item)?

Because they will be spending money needlessly.

NAME _____ DATE _____

HACER INC./HISPANIC WOMEN'S CENTER
BILINGUAL VOCATIONAL TRAINING

TASK #15

ACTIVITY SHEET #2 : VOCATIONAL

DIRECTIONS: Arrange the following stock numbers in numerical order.

STOCK #	
6943	_____
4289	_____
6344	_____
2983	_____
8562	_____
9110	_____
3828	_____
5626	_____
3827	_____
3728	_____

NAME:_____ DATE:_____

HACER INC./HISPANIC WOMEN'S CENTER
BILINGUAL VOCATIONAL TRAINING

TASK #15

ACTIVITY SHEET #2 : VOCATIONAL

DIRECTIONS: Arrange the following stock numbers in numerical order.

STOCK #	
6943	2983
4289	3728
6344	3827
2983	3828
8562	4289
9110	5626
3828	6344
5626	6943
3827	8562
3728	9110

NAME_____ DATE_____

HACER, INC./HISPANIC WOMEN'S CENTER
BILINGUAL VOCATIONAL TRAINING

TASK #15

ACTIVITY SHEET #3: VOCATIONAL

DIRECTIONS:
Suppose that you are keeping a record of the inventory in the supply cabinet. You have a record sheet which shows the supply at the beginning of the month and how much of each item was used. Find out how much of each item there is at the end of the month.

	ITEM	BEGINNING OF THE MONTH	QUANTITY USED	END OF MONTH COUNT
1.	books	57	4	_____
2.	chalk	8 doz	1 doz	_____
3.	pads	46	10	_____
4.	pens	3 doz	2 doz	_____
5.	pencils	100	36	_____
6.	paper	10 reams	8 reams	_____
7.	rubber bands	8 bxs	1 bx	_____
8.	stamps	60	60	_____
9.	diskettes	8	5	_____
10.	window envelopes	300	125	_____

NAME _____ DATE _____

HACER, INC./HISPANIC WOMEN'S CENTER
BILINGUAL VOCATIONAL TRAINING

TASK #15

ACTIVITY SHEET # 3 VOCATIONAL

DIRECTIONS:
Suppose that you are keeping a record of the inventory in the supply cabinet. You have a record sheet which shows the supply at the beginning of the month and how much of each item was used. Find out how much of each item there is at the end of the month.

	ITEM	BEGINNING OF THE MONTH	QUANTITY USED	END OF MONTH COUNT
1.	books	57	4	(53)
2.	chalk	8 doz	1 doz	(7doz)
3..	pads	46	10	(56)
4.	pens	3 doz	2 doz	(1 doz)
5.	pencils	100	36	(64)
6.	paper	10 reams	8 reams	(2 reams)
7.	rubber bands	8 bxs	1 bx	(7boxes)
8.	stamps	60	60	(0)
9.	diskettes	8	5	(3 diskettes)
10.	window envelopes	300	125	(175)

NAME_____ DATE_____

TASK #15

ATTACHMENT

STEPS AND TECHNICAL KNOWLEDGE

1. Open supply cabinet
2. Starting at top shelf organize supplies by category, type, brand, etc. Ex: all red BIC pens together... (this will make item counting easier)
3. Organize items on second shelf
4. Organize items on third shelf
5. Organize items on bottom shelf
6. List items on scratch paper
7. Alphabetize items by writing #1,2,3,etc., in front on the items listed on your scratch paper starting with A
8. Count the items and write the quantity next to the item on your scratch sheet
9. Write the current date on the Inventory Sheet
10. Write the name of the department (clerical)
11. Write your name on the"Examined by"line
12. Write the items # in the item # column, start with #1
13. Write the items on the Item Description column
14. Write the quantity for each item. Ex: 5,10,doz.
15. Fill in "Sheet No." on Inventory form.

HACER, INC./HISPANIC WOMEN'S CENTER
BILINGUAL VOCATIONAL TRAINING

TASK #15

OPERATION SHEET

I. MATERIALS

a. Supply cabinet
b. Paper
c. Pen/pencil
d. Inventory Sheet

II. PROCEDURE

1. Open supply cabinet
2. Starting at top shelf organize supplies by category, type, brand, etc. Ex: all red BIC pens together... (this will make item counting easier)
3. Organize items on second shelf
4. Organize items on third shelf
5. Organize items on bottom shelf
6. List items on scratch paper
7. Alphabetize items by writing #1,2,3,etc., in front on the items listed on your scratch paper starting with A
8. Count the items and write the quantity next to the item on your scratch sheet
9. Write the current date on the Inventory Sheet
10. Write the name of the department (clerical)
11. Write your name on the"Examined by"line
12. Write the items # in the item # column, start with #1
13. Write the items on the Item Description column
14. Write the quantity for each item. Ex: 5,10,doz.
15. Fill in "Sheet No." on Inventory form.

Steps 9 to 15 list explicit things you should write in the apprppriate colums of the inventory sheet.

HACER, INC./HISPANIC WOMEN'S CENTER
BILINGUAL VOCATIONAL TRAINING

TASK #15

JOB SHEET : RECORDING SUPPLIES
PRACTICE

DIRECTIONS: Use the attached inventory sheet to record the following supplies.

I. MATERIALS

a. Supply cabinet
b. Paper
c. Pen/pencil
d. Inventory Sheet

II. PROCEDURE *

1. Open supply cabinet
2. Starting at top shelf organize supplies by category, type, brand, etc. Ex: all red BIC pens together... (this will make item counting easier)
3. Organize items on second shelf
4. Organize items on third shelf
5. Organize items on bottom shelf
6. List items on scratch paper
7. Alphabetize items by writing #1,2,3,etc., in front on the items listed on your scratch paper starting with A
8. Count the items and write the quantity next to the item on your scratch sheet
9. Write the current date on the Inventory Sheet
10. Write the name of the department (clerical)
11. Write your name on the"Examined by"line
12. Write the items # in the item # column, start with #1
13. Write the items on the Item Description column
14. Write the quantity for each item. Ex: 5,10,doz.
15. Fill in "Sheet No." on <u>Inventory</u> form.

III. MATERIALS to be recorded on Inventory Sheet.

1. 36 ballpoint pens, blue ink #K1168
2. 12 ruled yellow pads, legal size #F3220
3. Correction fluid, Liquid Paper 18 bottles #N1206
4. Stamp ink pads (red) #R9510 (5 of them)
5. 30 add rolls, 2 1/4" wide #P6376
6. 60 white envelopes, 4x6 #H5432
7. Index cards, white lined 3x5 #F2131 (100)

*See Operation Sheet

HACER INC./HISPANIC WOMEN'S CENTER
BILINGUAL VOCATIONAL TRAINING

TASK #15

JOB SHEET
ANSWER SHEET PRACTICE **INVENTORY**

Date _____ Sheet No _____

Department _____

Location _____

Examined by _____

ITEM NO	DESCRIPTION	✓	QUANTITY	CAT.NO.

HACER INC./HISPANIC WOMEN'S CENTER
BILINGUAL VOCATIONAL TRAINING

TASK #15

JOB SHEET
ANSWER SHEET FOR PRACTICE **INVENTORY**

Date _____

Department _____ Sheet No _____

Location _____

Examined by _____

ITEM NO	DESCRIPTION	✓	QUANTITY	CAT.NO.
1.	Correction fluid, Liquid		18bot.	N1206
	Paper			
2.	Envelopes white 4 x 6		60	H5432
3.	Index cards, 3 x 5		100	F2131
4.	Pads, ruled, yellow-legal		12	F3220
	size			
5.	Pens, ballpoint, blue ink		36	K1168
6.	Add rolls, 2 1/4" wide		30	P6376
7.	Stamp ink pads (red)		5	R9510

DATE _____

NAME _____

HACER, INC./HISPANIC WOMEN'S CENTER
BILINGUAL VOCATIONAL TRAINING

TASK #15

JOB SHEET : RECORDING SUPPLIES
EVALUATION

DIRECTIONS: Use the attached inventory sheet to record the supplies in cabinet #1.

I. MATERIALS

1. Inventory sheet
2. Scratch paper
3. Pen/pencil

II. PROCEDURE

1. Organize supplies by category, shelf by shelf, starting with the top shelf.
2. List items on scratch paper, keep a running count.
3. Alphabetize the items on scratch paper.
4. Record on Inventory Sheet.

*See Operation Sheet "How to record supplies".

HACER INC./HISPANIC WOMEN'S CENTER
BILINGUAL VOCATIONAL TRAINING

TASK #15

JOB SHEET
ANSWER SHEET EVALUATION **INVENTORY**

Date _____

Department _____ Sheet No. _____

Location _____

Examined by _____

ITEM NO	DESCRIPTION	√	QUANTITY	CAT. NO.

HACER INC./HISPANIC WOMEN'S CENTER

TASK #15 BILINGUAL VOCATIONAL TRAINING

JOB SHEET
PRACTICE

INVENTORY

Date _____

Sheet No. _____

Department _____

Location _____

Examined by _____

ITEM NO	DESCRIPTION	√	QUANTITY	CAT. NO.

HACER, INC./HISPANIC WOMEN'S CENTER
BILINGUAL VOCATIONAL TRAINING

TASK #15

PERFORMANCE TEST			
TASK: RECORD SUPPLIES			
Directions: Demonstrate mastery in recording supplies			
This test evaluates your ability to: record supplies. You will be given an inventory sheet and a cabinet filled with supplies. You must organize items by category in shelves and record items in alphabetical order on inventory sheet with 100% accuracy.			
No.	Your performance will be evaluated using the items below. All must be "YES"	YES	NO
1.	Were supplies organized on shelves?		
2.	Were items categorized correctly?		
3.	Was an accurate count recorded?		
4.	Were items recorded in alphabetical order?		
5.			
6.			
7.			
8.			
9.			
10.			

Trainee	Date	Attempts	Instructor's Signature

HACER, INC./HISPANCI WOMEN'S CENTER
BILINGUAL VOCATIONAL TRAINING

TASK #15

PERFORMANCE TEST		
TASK: RECORD SUPPLIES		
This checklist will be used by the JRE instructor to evaluate the participant during the vocational performance.		
	YES	NO
1. Did participant understand directions ?		
2. Did participant use correct mass/count nouns?		
3.		

Trainee	Date	Attempts	Instructor's Signature

TASK # 16
ORDER OFFICE SUPPLIES BY TELEPHONE

RELATED COMMUNICATIVE TASK: . Identify objects, identify self & company and seek clarification or additional information

VOCATIONAL TASK: # 16 Order office supplies by telephone

PERFORMANCE OBJECTIVE: Given an office supply catalogue, a filled purchase requisition form and a telephone, you will select and order items by telephone with 100% accuracy.

STEPS AND TECHNICAL KNOWLEDGE	TECHNICAL TERMS	LANGUAGE FUNCTIONS	STRUCTURES
1. 2. 3. 4. SEE ATTACHMENT 5. 6. 7. 8. 9. 10. 11. 12. 13. 14. 15.	At(@) Stock Catalog Supplier Count Unit Price Description Dozen Each (ea) Index List Ounce (oz) Per Per C Per M Pound (lb) Quantity Ream Requisition Size	COMMUNICATIVE SKILLS Active : Speaking Passive: Reading Listening FUNCTIONS Description/Identification Interrogatives Quantification	Adjectives: How much/How many Mass/Count nouns

TOOLS AND MATERIALS
Supply Catalog
Requisition form
Telephone
Paper
Pencil/Pen

BACKGROUND KNOWLEDGE
Knowledge of basic telephone use.
Familiar with index use.

SAFETY
Secure telephone wires.
Avoid papers edges.

ATTITUDES
Use clear language to avoid errors.
Concentrate on details.
Importance of verifying all information.

LEARNING ACTIVITIES AND RESOURCES

VOCATIONAL

1. LEARNING STRATEGIES
   a. Facilator identifies materials in catalog, and introduces technical terms.
   b. Facilator demonstrates procedure for ordering supplies on the telephone.
   c. Practice activity sheet.
   d. Hands-on practice (individual). Participants role-play ordering supplies by telephone using New York Telephone "Teletrainer".
2. EVALUATION
   Performance test.
3. RESOURCES
   a. Information, operation, activity and Job Sheets.
   b. Facilitator
   c. Quill Catalog
   d. New York Telephone "Teletrainer"

J. R. ESL

1. LEARNING STRATEGIES
   a. Facilitator lectures small group on use of adjectives in describing items. Activity Sheet # 1.
   b. Facilitator demonstrates differences between and uses of mass/count nouns in ordering supplies Activity Sheet # 2.
2. EVALUATION
   Performance test.
3. RESOURCES
   a. Activity Sheets
   b. Facilitator

TASK #16

INFORMATION SHEET: ORDER OFFICE SUPPLIES BY TELEPHONE

1. INTRODUCTION

Formerly, letters ordering merchandise were probably the most frequently written. Today, with telephone service, easy transportation to stores, and order forms supplied by business houses, order letters are seldom written. On occasion, telephone orders may be confirmed in writing to avoid misunderstanding and to give definite information about the merchandise desired and the shipping orders.

As an office worker you may be required to call an office products supplier and place an order over the telephone. Before placing your call, you should have the following information at hand:

1. Requisition form
2. Quantity desired of each item
3. Price per unit
4. Total price per item
5. Stock or catalog number
6. Page numbers where items can be found in catalog

When placing your supply order by telephone, try to speak loud enough to be heard and at a reasonable speed; enunciate clearly. You should have the catalog on your desk so that you will be able to refer to it should a question arise about any of the items you are ordering. Make sure that you have a copy of the most recent catalog published by the supplier.

HACER INC./HISPANIC WOMEN'S CENTER
BILINGUAL VOCATIONAL TRAINING

TASK #16

TECHNICAL TERMS

AT (@):	the sign meaning a single price for each item.
CATALOG:	a list, usually alphabetical, of names, books, goods, etc.; a descriptive price list.
COUNT:	to number, to sum up.
DESCRIPTION:	a representation, in words, of the qualities of a person or thing; sort; kind.
DOZEN:	a group of twelve things of the same kind.
EACH (ea.):	denoting every one of a number, separately considered.
INDEX:	any table for facilitating reference in a book.
LIST:	to enter in a catalog or inventory; a register.
OUNCE (oz.):	a unit of weight.
PER:	for each.
PER C:	for each hundred.
PER M:	for each thousand.
POUND (lb.):	a measure of weight, 16 ounces.
QUANTITY:	property of things ascertained by measuring; an amount.
REAM:	a paper measure containing 472-516 sheet, usually 500 sheet
REQUISITION:	a written order for materials or supplies.
SIZE:	dimensions; bigness; bulk.
STOCK:	a supply of goods a merchant has on hand.
SUPPLIER:	a person who provides what is needed; to furnish.
UNIT PRICE:	the cost of a single thing.

HACER INC/HISPANIC WOMEN'S CENTER
BILINGUAL VOCATIONAL TRAINING

TASK #16

ACTIVITY SHEET #1: J.R.ESL
COMMUNICATIVE TASK: Identification and description of objects
DIRECTIONS: Write in the supplies which correspond to the following descriptions. Select your answer from the list below.

SUPPLIES

1. Toner
2. Pencil sharperner
3. Correction tape
4. Correctable film ribbon/ribbon cartridges
5. Carbon paper
6. Rubber bands
7. Correction fluid/white out
8. Staples
9. Wordprocessing paper
10. Letter Head

1. The 8½" x 11" paper with the name, address, phone number, & other information about the organization you work for.

_____

2. The fluid, in a small bottle, which is applied to typing mistakes so that they can be covered and/or typed over.

_____

3. Made of rubber, these are thin elastic bands, used for holding small groups of objects together.

_____

4. Fanfolded, perforated paper, 9½" x 11", usually sold as 500 or 1,000 attached sheets.

_____

5. The black powder used in photocopy machines to reproduce the text or images on the original.

_____

TASK #16
ACTIVITY SHEET #1: J.R.ESL
p. 2

6. The thin plastic ribbon (usually black) in a plastic disposable cartridge, used in typewriters and printers to transfer the typed characters onto the paper.

_____

7. The rolls of narrow tape, used in typewriters, activated by the correction key, and used to remove mistakes so that they can be typed over with correct characters.

_____

8. The small, very thin pieces of metal used for attaching a maximum of usually 9 pieces of bond paper by piercing all 9 pieces, & inserted into the paper by means of a manual aparatus.

_____

9. Thin sheets of coated paper, used between sheets of normal paper to reproduce typed or handwritten originals.

_____

10. An electric or manual aparatus used to trim the wood around the lead in pencils.

_____

NAME_____ DATE_____

HACER INC/HISPANIC WOMEN'S CENTER
BILINGUAL VOCATIONAL TRAINING

TASK #16

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8. Staples
9. Wordprocessing paper
10. Letter Head

1. The 8½" x 11" paper with the name, address, phone number, & other information about the organization you work for.
(letterhead)

2. The fluid, in a small bottle, which is applied to typing mistakes so that they can be covered and/or typed over.
(correction fluid/white out)

3. Made of rubber, these are thin elastic bands, used for holding small groups of objects together.
(rubber bands)

4. Fanfolded, perforated paper, 9½" x 11", usually sold as 500 or 1,000 attached sheets.
(word processing paper)

5. The black powder used in photocopy machines to reproduce the text or images on the original.
(toner)

TASK #16
ACTIVITY SHEET #1: J.R.ESL
p. 2

6. The thin plastic ribbon (usually black) in a plastic disposable cartridge, used in typewriters and printers to transfer the typed characters onto the paper.

(correctable film ribbon/ribbon cartridges)

7. The rolls of narrow tape, used in typewriters, activated by the correction key, and used to remove mistakes so that they can be typed over with correct characters.

(correction tape)

8. The small, very thin pieces of metal used for attaching a maximum of usually 9 pieces of bond paper by piercing all 9 pieces, & inserted into the paper by means of a manual aparatus.

(staples)

9. Thin sheets of coated paper, used between sheets of normal paper to reproduce typed or handwritten originals.

(carbon paper)

10. An electric or manual aparatus used to trim the wood around the lead in pencils.

(pencil sharperner)

NAME_____ DATE_____

HACER INC./HISPANIC WOMEN'S CENTER
BILINGUAL VOCATIONAL TRAINING

TASK #16
ACTIVITY SHEET: VOCATIONAL

DIRECTIONS: Look up the following items in the Quill Supply Catalog. Next to each item, list the page number where it may be found.

	ITEM	PAGE NO.
1.	Mongol pencils by Eberhard Faber (soft)	
2.	Dictation cassettes by Data Packaging (30 min.)	
3.	Just for copies by Liquid Paper	
4.	Telephone address book by Dennison National	
5.	Memo cubes by Herlitz	
6.	Post It telephone message pad by 3M	
7.	Evidence legal ruled pads by AMPAD	
8.	ARCO Sterling rubber bands by Alliance 5/8"	
9.	Magic tape plus by 3M 1" x 2592"	
10.	Contour grip pen by Paper Mate	
11.	Pressboard file folders by Oxford legal 1/5"	
12.	Self-adhesive labels by Avery 3/4" x 1-1/2"	
13.	Electronic typewriter ribbons by General Ribbon	
14.	White wove window envelopes by Campbell 3-5/8" x 6-1/2"	
15.	Hammermill Fore 9000 DP paper 8-1/2" x 11"	
16.	Vis-a-vis overhead projector pens by Sanford	
17.	Ko-Rec-Type film ribbons (blue)	
18.	Magic Transparent tape by 3M 3/4" x 650"	
19.	Gem paper clips by Noesting	

NAME_____ DATE_____

HACER INC./HISPANIC WOMEN'S CENTER
BILINGUAL VOCATIONAL TRAINING

TASK #16
ACTIVITY SHEET: VOCATIONAL

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5.	Memo cubes by Herlitz	
6.	Post It telephone message pad by 3M	
7.	Evidence legal ruled pads by AMPAD	
8.	ARCO Sterling rubber bands by Alliance 5/8"	
9.	Magic tape plus by 3M 1" x 2592"	
10.	Contour grip pen by Paper Mate	
11.	Pressboard file folders by Oxford legal 1/5"	
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16.	Vis-a-vis overhead projector pens by Sanford	
17.	Ko-Rec-Type film ribbons (blue)	
18.	Magic Transparent tape by 3M 3/4" x 650"	
19.	Gem paper clips by Noesting	

NAME_____ DATE_____

HACER, INC./HISPANIC WOMEN"S CENTER
BILINGUAL VOCATIONAL TRAINING

TASK #16

ACTIVITY SHEET #2 J.R.ESL

COMMUNICATIVE TASK: Interrogatives, Quantification, Adjectives
Mass/count nouns.

DIRECTIONS: The dialogue below is between two people in the situation of ordering supplies by telephone. Underline the correct word for each question and answer which will correctly complete the sentence, then practice the dialogue d partner.

Order Clerk: How (many/much) paper would you like to order?

Secretary: I'd like to order 5 (ream/reams) of 8½"x11" paper for a Xerox model 2000 copier.

Order Clerk: How (many/much) diskettes do you need?

Secretary: I'll take 10 (box/boxes) of 5¼ inch diskettes.

Order Clerk: How (many/much) tape are you ordering?

Secretary: Can you send me a dozen (roll/rolls) of tape.

Order Clerk: How (much/many) toner do you need?

Secretary: I'd like to order 10 (bottle/bottles) of toner.

Order Clerk: How (many/much) ribbon cassettes would you like to order?

Secretary: I'll take a dozen (boxes/box) of six.

TASK #16

ACTIVITY SHEET #2 J.R.ESL
p. 2

Order Clerk: How (many/much) rubber bands do you want?

Secretary: I'll order one (pounds/pound).

Order Clerk: How (much/many) pens do you want to order?

Secretary: I'll take six (6) (dozens/dozen).

Order Clerk: How (much/many) Rolodex cards do you want?

Secretary: Send me one (box/boxes) of (a thousand/a thousands).

Order Clerk: How (much/many) carbon paper do you need?

Secretary: I'll take five (5) (box/boxes) of 100 (sheet/sheets).

Order Clerk: How (many/much) calculator rolls do you want?

Secretary: I'll take a (boxes/box) of 10 (pack/packs) of 3 rolls each.

NAME_____ DATE_____

HACER INC/ HISPANIC WOMEN'S CENTER
BILINGUAL VOCATIONAL TRAINING

TASK #16
ACTIVITY SHEET # 2 J.R.ESL

SCORING SHEET AND FLUENCY LEVELS

Trainee's Name _____

Performance Objective _____

_____

Date of Test _____

Criteria	5	4	3	2	1	
Rhetoric						X 6 = _____
Register/Style						X 3 = _____
Syntax						X 4 = _____
Vocabulary						X 6 = _____
Pronunciation						X 1 = _____

Weighted Score _____

Errors Noted:

Recommendation for additional work:

Evaluated by: _____

Resource: Miranda Associates

HACER INC./HISPANIC WOMEN'S CENTER
BILINGUAL VOCATIONAL TRAINING

TASK #16

ATTACHMENT

STEPS AND TECHNICAL KNOWLEDGE

1. Obtain Requisition for Supplies form.
2. Obtain Quill catalog.
3. Look up items in supply catalog; use index.
4. Prepare the following information for each item.
   a. quantity
   b. supplier catalog number
   c. color, if any
   d. catalog page number
   e. item description
5. Check for any errors.
6. Obtain supplier's telephone number from catalog.
7. Place the call and ask for the order department.
8. When connected, identify yourself, your company name and address and telephone number.
9. Tell the order clerk you would like to place an order.
10. Begin with item #1 and read from your list in a clear, concise manner. Give all the information from your list.
11. Refer to your catalog if necessary.
12. Note any price changes on your requisition form.
13. If any supplies are out of stock, make a note of it on requisition form.
14. Verify the order. Ask the order clerk to repeat it back to you. Check each item as it is read to you.
15. Request a date and time of expected delivery.
16. Make a note on requisition of the name of the order clerk, date and time you placed the order and expected delivery date.
17. Thank the order and hang up.
18. Retain the requisition form for future reference.

HACER INC./HISPANIC WOMEN'S CENTER
BILINGUAL VOCATIONAL TRAINING

TASK #16

OPERATION SHEET

OPERATION: Order office supplies by telephone

I. MATERIALS

a. Telephone (New York Telephone "Teletrainer)
b. Purchase requisition
c. Catalog
d. Paper
e. Pencils

II. PROCEDURE

1. Take Requisition form and catalog.
2. Check in catalog index for page number where articles are located.
3. Write catalog number and description next to items listed.
4. Check list for accuracy.
5. Place call to supplier and ask for order department.
6. Identify your organization, location, and account number, if any.
7. Read off your list in a clear, concise manner.
8. Verify all information given on telephone.
9. Request from clerk an estimated time and date of delivery.
10. On requisition form, make a note of date of order placement and delivery information.
11. Retain requisition as checklist when supplies are received.

TASK #16

JOB SHEET
PRACTICE

DIRECTIONS: Consult the Quill Office Supply Catalog to order the supplies on the attached requisition for supplies form. Use the "Teletrainer" to simulate a call to the supplier.

I. MATERIALS

a. New York Telephone "Teletrainer"
b. Requisition for supplies
c. Catalog
d. Paper
e. Pencils

II. PROCEDURE*

1. Obtain requisition for supplies form and catalog.
2. Check supplies in catalog.
3. Place a call to supplier.
4. Ask for order clerk.
5. Identify yourself and your organization.
6. Read off list of supplies.
7. Verify all information.
8. Verify date of delivery.

*See Operation Sheet

HACER INC./HISPANIC WOMEN'S CENTER
BILINGUAL VOCATIONAL TRAININC

TASK #16

JOB SHEET
PRACTICE

REQUISITION FOR SUPPLIES

TO PURCHASING AGENT Date Sept 20, 19-- No. 4

Please furnish the following: To Be Used For Administrative Office

Quantity	Part or Cat. No.	Size	FULL DESCRIPTION	✓
1 CARTON		2"	PAPER CLIPS	
10 ROLLS		½"	TRANSPARENT TAPE	
1 dozen			(BLACK) ERASERMATE II PENS	
2 BOXES		½"	AVERY SELF ADHESIVE LABELS	
			When Wanted:	

Deliver To Supply Dept. Charge To Acct. No.

Source of Supply Quill Office Supplies P.O. No.

Make this form in duplicate - Retain one for reference. Use a separate sheet for each kind of goods.

FORM 1219—TOPS

Signed Joan Flores For Dept. Approved

LITHO IN U.S.A.

HACER INC./HISPANIC WOMEN'S CENTER
BILINGUAL VOCATIONAL TRAINING

TASK #16

JOB SHEET
EVALUATION

DIRECTIONS: Consult the Quill Office Supplies Catalog to order the supplies on the attached Requisition for Supplies form. Use the "Teletrainer" to simulate a call to the supplier.

I. MATERIALS

a. New York Telephone "Teletrainer"
b. Requisition for supply form
c. Catalog
d. Paper
e. Pencils

II. PROCEDURE*

1. Obtain requisition form and catalog.
2. Check supplies in supply catalog.
3. Place call to supplier.
4. Ask for order clerk.
5. Identify self and organization.
6. Read off list of supplies.
7. Verify all information.
8. Verify date of delivery.

* See Operation Sheet

HACER INC./HISPANIC WOMEN'S CENTER
BILINGUAL VOCATIONAL TRAINING

TASK #16

JOB SHEET
EVALUATION

REQUISITION FOR SUPPLIES

TO PURCHASING AGENT Date SEPT 20, 19-- No. 5

Please furnish the following: To Be Used For ADMINISTRATIVE OFFICE

Quantity	Part or Cat. No.	Size	FULL DESCRIPTION	✓
12		½" x 60"	MASKING TAPE	
5 doz.		8½" x 11"	GLUE TOP PAPER PADS (CANARY YELLOW)	
60		3" x 3"	POST IT NOTES	
800 Sheets		4" x 5½"	TELEPHONE MESSAGE PADS	
20 REAMS		8½" x 11"	PARK LANE BOND PAPER	
			When Wanted:	

Deliver To SUPPLY Dept. Charge To _____ Acct. No. _____

Source of Supply QUILL OFFICE SUPPLIES P.O. No. _____

Make this form in duplicate - Retain one for reference.
Use a separate sheet for each kind of goods.

Signed Joan Romo For Dept. Approved _____

FORM 1219—TOPS

LITHO IN U.S.A.

HACER INC/ HISPANIC WOMEN'S CENTER
BILINGUAL VOCATIONAL TRAINING

TASK #16

PERFORMANCE TEST

TASK: Order office supplies by telephone

Directions: Demonstrate mastery by doing the following:

This test evaluates your ability to: order office supplies by telephone. You will be given an office supply catalog, a filled purchase requisition form and a telephone. You will select and order items by telephone with 100% accuracy.

No.	Your performance will be evaluated using the items below. All must be "YES"	YES	NO
1.	Was catalog index used properly?		
2.	Were items listed correctly on requisition form?		
3.	Was complete information given to order clerk on items to be purchased?		
4.	Were proper notations made on form?		
5.			
6.			
7.			
8.			
9.			
10.			

Trainee	Date	Attempt	Instructor's Signature

NOTE: The facilitator will play the role of the order clerk.

HACER INC/HISPANIC WOMEN'S CENTER
BILINGUAL VOCATIONAL TRAINING

TASK #16

PERFORMANCE TEST
TASK: Order office supplies by telephone
This checklist will be used by the JRE instructor to evaluate the participant during the vocational performance.

		YES	NO
1.	Utilized appropriate telephone techniques?		
2.	Identified required items?		
3.	Stated each item clearly and concisely?		
4.	Sought clarification when necessary?		

Trainee	Date	Attempts	Instructor's Signature

TASK # 17
ORDER OFFICE USING PURCHASE ORDER FORM

RELATED COMMUNICATIVE TASK: Identify objects and record information.

VOCATIONAL TASK: #17 : Order office supplies using purchase order form.

PERFORMANCE OBJECTIVE: Given a blank purchase order form, a supply catalog, and a list of supplies, select supplies from the catalog and type out purchase order form with 100% accuracy.

STEPS AND TECHNICAL KNOWLEDGE	TECHNICAL TERMS	LANGUAGE FUNCTIONS	STRUCTURES
1. 2. 3. SEE ATTACHMENT 4. 5. 6. 7. 8. 9. 10. 11. 12. 13. 14. 15.	Catalog Date issued Date required Purchase order Purchase requisition Quantity Requisition number Sales invoice Unit Unit price Computation	COMMUNICATIVE SKILLS Active: Writing Passive: Reading comprehension FUNCTIONS Record factual information Identification Categorization Quantification	Mass/count nouns

TOOLS AND MATERIALS
Quill Supplies Catalog-Paper
Typewriter Calculator
Purchase requisition - Pencil/pen
Purchase order

BACKGROUND KNOWLEDGE
Knowledge of keyboarding information in columns.

SAFETY
Secure typewriter and calculator wires to avoid tripping.
No food or drink near typewriter
Avoid paper cuts.

ATTITUDES
Concentrate on accuracy.
Fill in all necessary information.

LEARNING ACTIVITIES AND RESOURCES

VOCATIONAL

1. LEARNING STRATEGIES
   a. Facilitator identifies terms and sections purchase requisition and purchase order.
   b. Facilitator demonstrates steps of purchasing procedure.
   c. Practice activity sheets #1,2,3
   d. Hands-on practice (individual)
   . Participants prepare a purchase order.
2. EVALUATION - Performance Test
3. RESOURCES
   a. Facilitator
   b. Information, Operation, Job and Activity Sheets.
   c. Clerical Office Procedures

J.R. ESL

1. LEARNING STRATEGIES
   a. Lecture small group on concept of mass/count nouns
   b. Discussion on office supplies showing relationship to office tasks, Activity Sheet #1.
   c. Participants practice quantification, Activity Sheet #2.
2. EVALUATION - Written Test
3. RESOURCES
   a. Facilitator
   b. Activity Sheets
   c. Quill Supplies Catalog

HACER,INC./HISPANIC WOMEN'S CENTER
BILINGUAL VOCATIONAL TRAINING

TASK #17

INFORMATION SHEET: ORDER OFFICE SUPPLIES USING PURCHASE ORDERS

INTRODUCTION:

The modern office functions efficiently when it is kept supplied. Paper, pens, forms, diskettes, etc., are essential material for the office and must be kept in constant supply.

In most medium to large offices purchasing and supplies are handled by the purchasing department and only supervisors have the authority to request supplies, but clerk typists are involved in checking supplies, typing out purchase requisitions and purchase orders, and on occasion, following these up with phone calls to the supplier.

In a small business there usually is no purchasing department, and it is the responsibility of the clerk to follow up on purchase requisitions and purchase orders. It is essential that you become familiar with the procedures.

There are four steps in the purchasing process:

1. Purchase requisition: Once a need is identified, a request is sent for goods and materials.

2. Obtaining price quotes and shipping information: You will need to compare prices and shipping information on several supply catalogues. Concentrate on price and delivery time.

3. Handling orders: Filling out purchase orders and supplies order forms.

4. Follow up on orders: Calling the supplies to verify prices, amount of items, delivery dates. This can involve checking invoices against your initial order once the materials are delivered.

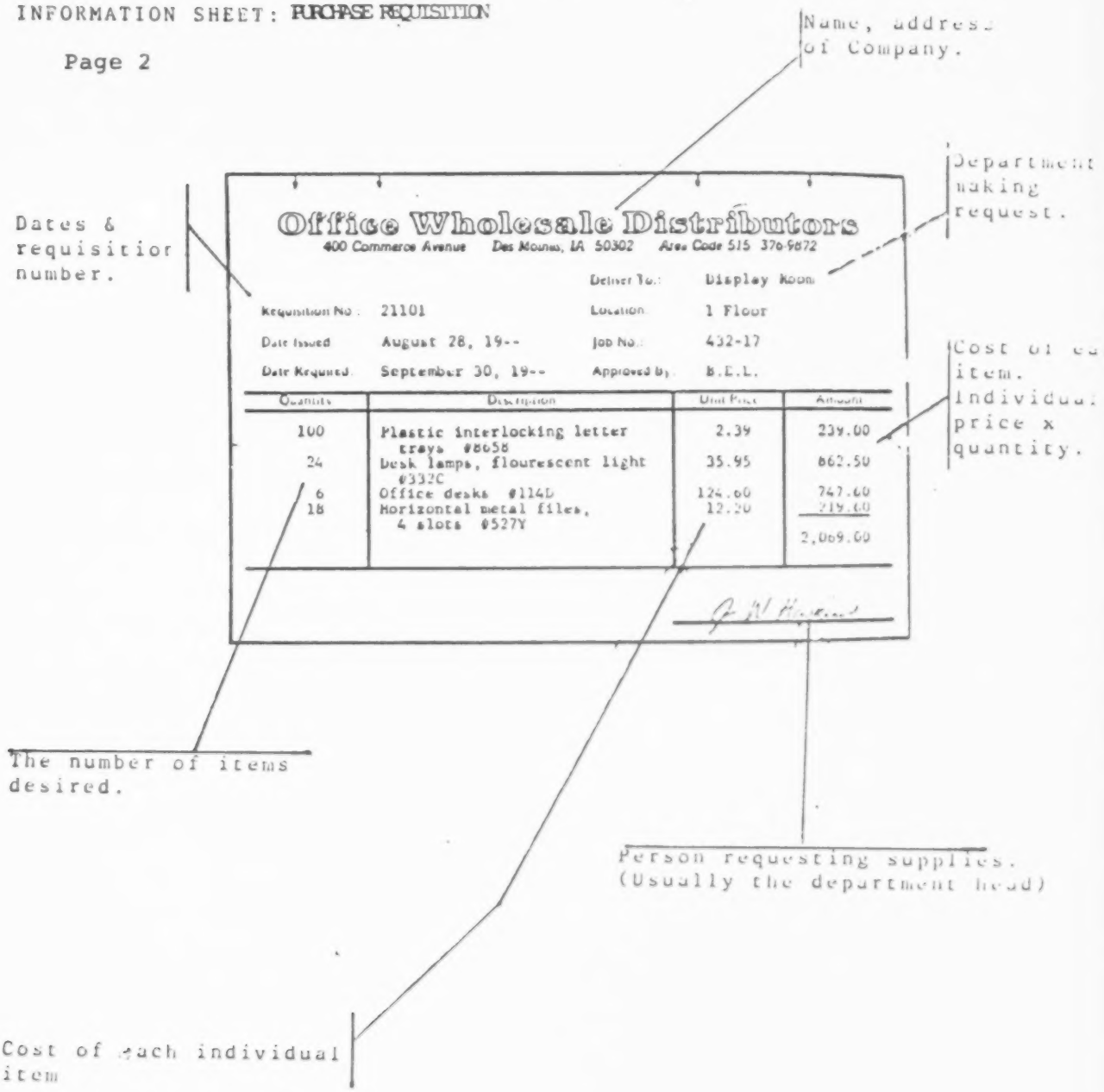
HACER INC/HISPANIC WOMEN'S CENTER

BILINGUAL-VOCATIONAL TRAINING

TASK #17

INFORMATION SHEET: PURCHASE REQUISITION

Page 2


Name, address of Company.
Department making request.
Dates & requisition number.
Cost of each item. Individual price x quantity.
The number of items desired.
Person requesting supplies. (Usually the department head)
Cost of each individual item

Office Wholesale Distributors

400 Commerce Avenue Des Moines, IA 50302 Area Code 515 370-9872

Deliver To: Display Room

Requisition No.: 21101 Location: 1 Floor

Date Issued: August 28, 19-- Job No.: 432-17

Date Required: September 30, 19-- Approved By: B.E.L.

Quantity	Description	Unit Price	Amount
100	Plastic interlocking letter trays #8658	2.39	239.00
24	Desk lamps, flourescent light #332C	35.95	862.50
6	Office desks #114D	124.60	747.60
18	Horizontal metal files, 4 slots #527Y	12.20	219.60
			2,069.00

RESOURCE:
Clerical office procedures
6th. edition.
Pasework, Oliverio
Southwestern Publishing Co.

HACEK INC/HISPANIC WOMEN'S CENTER

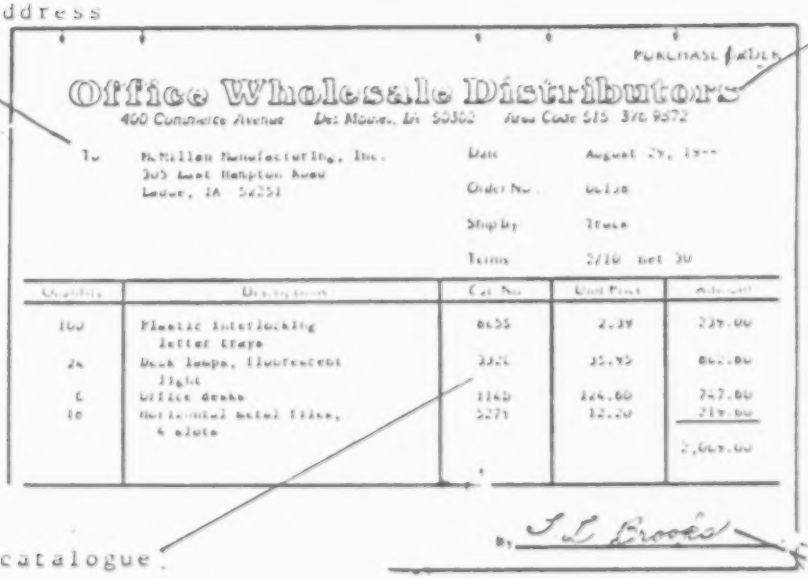
BILINGUAL VOCATIONAL TRAINING

TASK #17

INFORMATION SHEET: PURCHASE ORDER

Page 3

This is the form that is sent to the supplier.
Usually you make copies.



PURCHASE ORDER

Office Wholesale Distributors

400 Commerce Avenue Des Moines, IA 50302 Area Code 515 376 9572

To McMillan Manufacturing, Inc.
305 East Hampton Road
Ladue, IA 54231

Date August 29, 19--
Order No. 0612A
Ship By Truck
Terms 2/10 net 30

Quantity	Description	Cat. No.	Unit Price	Amount
100	Plastic interlocking letter trays	8435	2.19	219.00
24	Desk lamps, fluorescent light	3326	35.75	858.00
6	Office desks	1146	124.00	747.00
10	Horizontal metal files, 4 shelf	5271	12.20	121.00
				2,069.00

By J. L. Brooks

Name and address of Company

Name and address of supplier

Suppliers catalogue number

Signature of person making the order

RESOURCE:
Clerical Office Procedure
6th edition.
Pasework, Oliverio
Southwestern Publishing Co.

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BILINGUAL VOCATIONAL TRAINING

TASK #17

INFORMATION SHEET: SALES INVOICE
Page 4

This is always included with the shipped materials by the supplier. You should always compare it against the purchase order and check the contents of the boxes before signing the sales invoice.

NAME AND ADDRESS OF SUPPLIER

YOUR COMPANY ADDRESS

SALES INVOICE

Fancy Fragrances MANUFACTURING COMPANY

1505 North Berry Road Bloomingdale, PA 18911

Sold To: Leiker's Department Store
1200 Tanner Blvd.
Greensboro, VI 22943

Date: February 3, 19--
Our Invoice No.: 594938
Your Order No.: 978
Shipped By: Truck
Terms: 2/10 net 30

Quantity	Descriptions	Cat. No.	Unit Price	Amount
75	2 oz. jars, "Hearts-a-Flutter" Creme Sachet	2157	2.15	161.25
100	Disposable pocket size, "Confidence" Refreshers	8777	.75	75.00
30	1 oz. bottles, "Happy Times" Cologne	2479	2.35	70.50
				306.75

Checked By _____ Salesperson _____

SIGNATURE OF PERSON WHO RECEIVES THE ORDER

DATE OF DELIVERY, PAYMENT INFO.
YOUR ORDERS#SUPLIERS INVOICE #

RESOURCE:
CLERICAL OFFICE PROCEDURE
6th EDITION
PASEWORK, OLIVERIO
SOUTHWESTERN PUBLISHING CO.

HACER INC./HISPANIC WOMEN'S CENTER
BILINGUAL VOCATIONAL TRAINING

TASK #17

TECHNICAL TERMS

CATALOG:	book or booklet describing a supplier's goods prices and ordering information.
DATE ISSUED:	the date an order is placed or sent.
DATE REQUIRED:	the date materials are needed.
PURCHASE ORDER:	a form sent to the supplier requesting supplies.
PURCHASE REQUISITION:	a form used to request materials necessary for the operation of the office.
QUANTITY:	amount, number of articles.
REQUISITION NUMBER:	the number of the requisition; offices and departments keep a log of requisitions.
SALES INVOICE:	a form used by a supplier to indicate what material has been shipped to a business.
UNIT:	how material is sold; example, each, by the dozen, by the gross.
UNIT PRICE:	the price of individual goods.
COMPUTATION:	To count, to determine the solution(answer) to a mathematical problem.

HACER, INC./HISPANIC WOMEN'S CENTER
BILINGUAL VOCATIONAL TRAINING

TASK # 17

ACTIVITY: SHEET #1 J.R. ESL

COMMUNICATIVE TASK: Identification of Supplies

DIRECTIONS: Write the title of the office worker you think would use each of the following groups of supplies

TITLES

1. Typist
2. File Clerk
3. Mail Clerk
4. Work Processing Operator
5. Receptionist

SUPPLIES	TITLES
Message Pads Pens Rolodex Cards Paper Clips Stapler	_____
Floppy Disks Printer Paper Ribbon Cartridge	_____
Pendaflex Hanging Folders Manila Folders Tabs Labels	_____
Bond Paper Ribbon Cartidges Correction Fluid Correction Tape	_____
Scale Envelopes Ink Pad Rubber Stamps Address Labels	_____

NAME _____ DATE _____

HACER, INC./HISPANIC WOMEN'S CENTER
BILINGUAL VOCATIONAL TRAINING

TASK # 17

ACTIVITY SHEET #1 J.R.ESL

COMMUNICATIVE TASK: Identification of Supplies

DIRECTIONS: Write the title of the office worker you think would use each of the following groups of supplies

TITLES

1. Typist
2. File Clerk
3. Mail Clerk
4. Work Processing Operator
5. Receptionist

SUPPLIES	TITLES
Message Pads Pens Rolodex Cards Paper Clips Stapler	(Receptionist)
Floppy Disks Printer Paper Ribbon Cartridge	(Word Processing) Operator
Pendaflex Hanging Folders Manila Folders Tabs Labels	(File Clerk)
Bond Paper Ribbon Cartidges Correction Fluid Correction Tape	(Typist)
Scale Envelopes Ink Pad Rubber Stamps Address Labels	(Mail Clerk)

NAME _____ DATE _____

HACER, INC./HISPANIC WOMEN'S CENTER
BILINGUAL VOCATIONAL TRAINING

TASK #17

ACTIVITY SHEET #2: J.R.ESL

COMMUNICATIVE TASK: QUANTIFICATION

DIRECTIONS: Use the following list of quantities to fill in the blanks. Consult the Quill Office Products catalog to verify in what quantity the product is sold.

List of quantities:

Per hundred	Per dozen	Per box of ten
Per package	Per thousand (per M)	Per box
Per pound (lb)	Per pad	Per ream

Example:

Letterhead and bond paper are sold by the ream.

1. Pendaflex file folders are sold _____.
2. File folders and paper clamps are ordered by the _____.
3. Self adhesive labels and paper clips are sold _____.
4. Dictation cassettes come _____.
5. Telephone message pads and legal ruled pads are sold _____.
6. Typewriter ribbons and binder clips are sold _____.
7. Rubberbands are sold _____.
8. Noteholders and manila file folders are sold _____.

NAME_____ DATE_____

HACER, INC./HISPANIC WOMEN'S CENTER
BILINGUAL VOCATIONAL TRAINING

TASK #17

ACTIVITY SHEET #2: J.R.ESL

COMMUNICATIVE TASK: QUANTIFICATION

DIRECTIONS: Use the following list of quantities to fill in the blanks. Consult the Quill Office Products catalog to verify in what quantity the product is sold.

List of quantities:

Per hundred	Per dozen	Per box of ten
Per package	Per thousand (per M)	Per box
Per pound (lb)	Per pad	Per ream

Example:

Letterhead and bond paper are sold by the ream.

1. Pendaflex file folders are sold (per hundred).
2. File folders and paper clamps are ordered by the (box).
3. Self adhesive labels and paper clips are sold (per thousand).
4. Dictation cassettes come (per box of ten).
5. Telephone message pads and legal ruled pads are sold (per pad).
6. Typewriter ribbons and binder clips are sold (per dozen).
7. Rubberbands are sold (per pound).
8. Noteholders and manila file folders are sold (per package).

NAME_____ DATE_____

HACER, INC./HISPANIC WOMEN'S CENTER
BILINGUAL VOCATIONLA TRAINING

TASK #17

ACTIVITY SHEET #1 VOCATIONAL

DIRECTIONS: Consult the information sheet to answer the following questions:

1. What should you do with the invoice sent with the shipment of materials by the supplier?_____

_____

_____

_____

2. Who usually signs a requisition order?_____

_____

3. What are the four steps of the purchasing process?

   1. _____
   2. _____
   3. _____
   4. _____

4. Who usually signs a purchase order?

_____

5. What form is used to request supplies from the supplier?

_____

_____

NAME_____ DATE_____

HACER, INC./HISPANIC WOMEN'S CENTER
BILINGUAL VOCATIONLA TRAINING

TASK #17

ACTIVITY SHEET #1 VOCATIONAL

DIRECTIONS: Consult the information sheet to answer the following questions:

1. What should you do with the invoice sent with the shipment of materials by the supplier? The invoice must be checked against the items in the boxes that came in. You must determine that all the items listed in the invoice are contained in the delivery. Check the invoice against the purchase order.
2. Who usually signs a requisition order? A purchase requisition is usually signed by the department head or the person requesting the supplies.
3. What are the four steps of the purchasing process?
   1. Purchase requisition
   2. Obtaining price quotes and shipping information.
   3. Handling orders
   4. Follow-up on an order.
4. Who usually signs a purchase order?

   A purchase order is usually sined by a Supervisor.
5. What form is used to request supplies from the supplier?

   Purchase order

NAME_____ DATE_____

HACER, INC./HISPANIC WOMEN'S CENTER
BILINGUAL VOCATIONAL TRAINING

TASK #17

ACTIVITY SHEET #2 VOCATIONAL

DIRECTIONS: Compare the purchase requisition with the purchase order.

1. Identify any differences:

_____

_____

_____

_____

_____

_____

_____

_____

2. If the purchase order and the invoice do not match, what would you do?

_____

_____

_____

_____

_____

NAME_____ DATE_____

HACER, INC./HISPANIC WOMEN'S CENTER
BILINGUAL VOCATIONAL TRAINING

TASK #17

ACTIVITY SHEET #2 VOCATIONAL

DIRECTIONS: Compare the purchase requisition with the purchase order.

1. Identify any differences:

1. The total amounts of purchase do not match.
2.The catalogue # and unit prices don not match
3. The # number of notebooks ordered is different from the number of notebooks sent. The amounts are different.

2. If the purchase order and the invoice do not match, what would you do?

Notify your supervisor that ther is a discrepancy(difference).
and call the supplier and notify them that there is a mistake.

NAME_____ DATE_____

TASK #17
ACTIVITY SHEET #2 VOCATIONAL

PURCHASE REQUISITION

BIG APPLE OFFICE SUPPLIERS
321 East 46th Street TEL: 234-5678
NY NY 10028

To: HACER INC/Hispanic Women's Center
611 Broadway
NYNY 10012

Date: Aug-----
Order#456

Quantity	Description	Cat.No.	Unit Price	Amt
10	Folding chairs	234	23.95@	239.50
20	Notebooks	39	1.99@	39.80
6 boxes	5¼"floppy disk	253	12.00@	72.00
				351.30

PURCHASE ORDER

BIG APPLE OFFICE SUPPLIERS
321 East 46th Street
NY NY 10028
TEL: 234-5678

Sold to:HACER INC/Hispanic Women's Center
611 Broadway
NY NY 10012

Date: Aug.--------
Order# 456
Invoice #: 12345
Shipped by: UPS

Quantity	Description	Cat.No.	Unit Price	Amount
12	Folding Chairs	235	32.95@	395.40
13	Notebooks	39	1.99@	25.87
6boxes	5¼"floppy disks	253	12.00@	72.00
				493.27

Checked by: _____ Salesperson Signature _____

HACER INC/ HISPANIC WOMEN'S CENTER
BILINGUAL VOCATIONAL TRAINING

TASK # 17
ACTIVITY SHEET # 3 VOCATIONAL

DIRECTIONS: Consult the general index of the catalogue to find the page numbers where the following supplies can be located in the catalogue. Fill in the correct page next to the supply.

Example Boston pencil sharpeners page 6

1. Angler's card file _____
2. Ace staple remover _____
3. Calculators _____
4. Merriam Webster Dictionary _____
5. Vouchers _____
6. ZIP Code directory _____
7. Red Rope expanding files _____
8. Ross Rubber Bands _____
9. Saxon Bond Paper _____
10. Magazine files _____

NAME _____ DATE _____

HACER INC/ HISPANIC WOMEN'S CENTER
BILINGUAL VOCATIONAL TRAINING

TASK # 17
ACTIVITY SHEET # 3 VOCATIONAL

DIRECTIONS: Consult the general index of the catalogue to find the page numbers where the following supplies can be located in the catalogue. Fill in the correct page next to the supply.

Example Boston pencil sharpeners page 6

1. Angler's card file Page 128
2. Ace staple remover Page 13
3. Calculators Page 178
4. Merriam Webster Dictionary Page 176
5. Vouchers Page 57
6. ZIP Code directory Page 177
7. Red Rope expanding files Page 121
8. Ross Rubber Bands Page 15
9. Saxon Bond Paper Page 193
10. Magazine files Pages 66-67

NAME_____ DATE_____

HACER INC/ HISPANIC WOMEN'S CENTER
BILINGUAL VOCATIONAL TRAINING

TASK # 17
ACTIVITY SHEET # 4 VOCATIONAL

DIRECTIONS: Consult the general index to find the following supplies. Next to each supply place the unit used in ordering.

Example : Pencils dozen

1. ACCO PRONG FASTENERS _____
2. POST-IT NOTES BY 3M _____
3. DICTATION CASSETTES BY DATA PACKAGING _____
4. ONION SKIN by SAXON _____
5. COIN ENVELOPES BY SAXON _____
6. INTER-OFFICE ENVELOPES _____
7. CLASP ENVELOPES _____
8. MISTAKE OUT LIQUID PAPER _____
9. ELF FILE BY ELDON _____
10. BIRO PENS BY BIC _____

NAME _____ DATE _____

HACER INC/ HISPANIC WOMEN'S CENTER
BILINGUAL VOCATIONAL TRAINING

TASK # 17
ACTIVITY SHEET # 4 VOCATIONAL

DIRECTIONS: Consult the general index to find the following supplies. Next to each supply place the unit used in ordering.

Example : Pencils dozen

1. ACCO PRONG FASTENERS Box of 50 or 100
2. POST-IT NOTES BY 3M 12 pads
3. DICTATION CASSETTES BY DATA PACKAGING Packs of 6 or 10
4. ONION SKIN by SAXON Ream
5. COIN ENVELOPES BY SAXON By the box
6. INTER-OFFICE ENVELOPES Box of 100
7. CLASP ENVELOPES Carton of 500 or 1000
8. MISTAKE OUT LIQUID PAPER Units of 1 each
9. ELF FILE BY ELDON Units of 1 each
10. BIRO PENS BY BIC Units of 1 each

NAME_____ DATE_____

Office
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1986

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Pencils

MIRADO BY BEROL®

Made from purest crystalline graphite and seasoned western incense cedar to give greater strength, extra smoothness and longer wear. Yellow finish, gilt tip and red eraser. One dozen per box.

STOCK ORDER NO.	SPEEDIE ORDER NO.	WRITING DEGREE	DOZEN
BER-174-1	BER-005	Soft	$2.57
BER-174-2	BER-010	Med. Soft	2.57
BER-174-2½	BER-015	True Med.	2.57
BER-174-3	BER-020	Med. Hard	2.57
BER-174-4	BER-025	Hard	2.57

BLACK WARRIOR PENCIL BY BEROL®

Same top quality as Mirado pencil shown above only in a round, black finished style.

STOCK ORDER NO.	SPEEDIE ORDER NO.	WRITING DEGREE	DOZEN
BER-372-2	BER-026	Med. Soft	$2.57
BER-372-2½	BER-027	True Med.	2.57

TICONDEROGA BY DIXON

A top quality pencil with a waxed, golden yellow multi-coat finish has a brass ferrule with a matched pink eraser. One dozen per box.

STOCK ORDER NO.	SPEEDIE ORDER NO.	WRITING DEGREE	DOZEN
DIX-1388-1	DIX-010	Soft	$2.64
DIX-1388-2	DIX-015	Med. Soft	2.64
DIX-1388-2½	DIX-005	True Med.	2.64
DIX-1388-3	DIX-020	Med. Hard	2.64
DIX-1388-4	DIX-025	Hard	2.64

MONGOL BY EBERHARD FABER

Specially formulated diamond star lead makes this pencil one of the best sellers in the nation. The highest quality lead crowned by the famous Pink Pearl eraser make the Mongol a real winner. One dozen per box.

STOCK ORDER NO.	SPEEDIE ORDER NO.	WRITING DEGREE	DOZEN
EF-482-1	EF-010	Soft	$2.83
EF-482-2	EF-015	Med. Soft	2.83
EF-482-F	EF-005	True Med.	2.83
EF-482-3	EF-020	Med. Hard	2.83
EF-482-4	EF-025	Hard	2.83

VELVET PENCILS BY FABER CASTELL

Not just another yellow pencil! Famous Velvet formulation lead for smooth, luxurious writing. Pressure-Proof® bonded for point strength. Lustre-finish cedar barrel with Blue-Band® ferrule and pink eraser.

STOCK ORDER NO.	SPEEDIE ORDER NO.	WRITING DEGREE	DOZEN
FC-10001	FC-005	Soft	$2.65
FC-10002	FC-010	Med. Soft	2.65
FC-10003	FC-015	Med. Firm	2.65
FC-10004	FC-020	Firm	2.65
FC-10005	FC-025	Hard	2.65

PENCILS BY DIXON

The economical pencil has an extra smooth writing quality along with a pink eraser which provides the user with excellent performance. One dozen per box.

STOCK ORDER NO.	SPEEDIE ORDER NO.	WRITING DEGREE	DOZEN
DIX-1850-1	DIX-150	Soft	$1.33
DIX-1850-2	DIX-155	Med. Soft	1.33
DIX-1850-2½	DIX-160	True Med.	1.33
DIX-1850-3	DIX-165	Med. Hard	1.33
DIX-1850-4	DIX-170	Hard	1.33

THE BLACKFEET INDIAN PENCIL

Actually hand crafted by the Blackfeet Indians, this is a top quality pencil! Its modern looks and premium writing performance make it an excellent buy. One dozen per box.

STOCK ORDER NO.	SPEEDIE ORDER NO.	GRADE	WRITING DEGREE	DOZEN
BFI-1002	BFI-105	2	Med. Soft	$2.40
BFI-100224	BFI-110	2¼	True Med.	2.40
BFI-1003	BFI-115	3	Med. Hard	2.40
BFI-0031	BFI-140	1	Soft	1.75
BFI-0032	BFI-145	2	True Med.	1.75
BFI-0033	BFI-150	2½	Med. Firm	1.75
BFI-0034	BFI-155	4	Med. Hard	1.75
BFI-0035	BFI-160	5	Hard	1.75

Prices subject to change without notice

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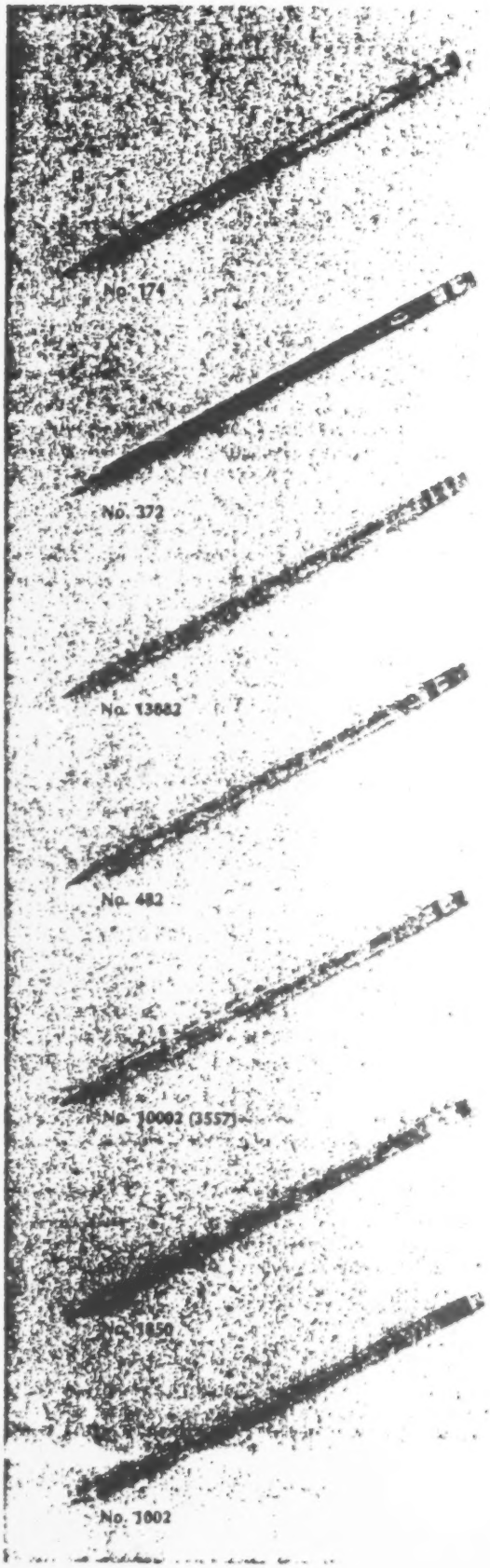
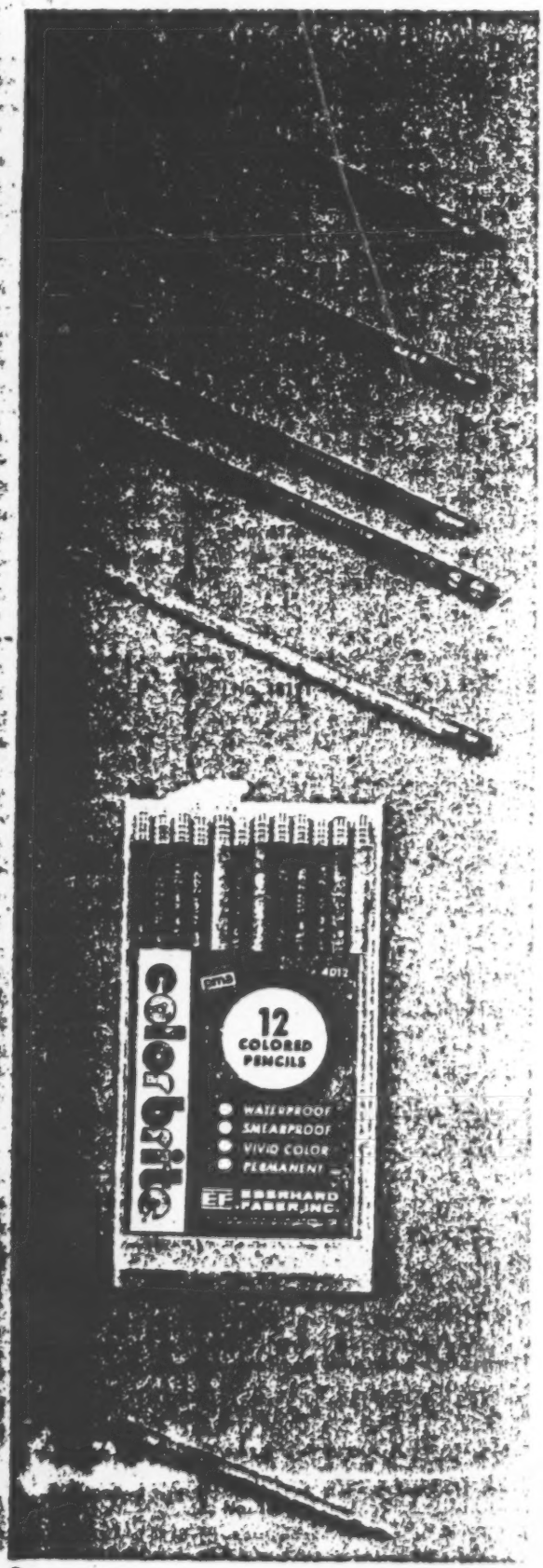


Colored Pencils



COL-ERASE PENCILS BY FABER CASTELL

The erasable color pencil. Now you see it — now you don't — because the special formulated lead erases with the eraser tip. For blue-print marking, engineer notations, artist renderings, bookkeeping entries, one dozen (same color) per box.

STOCK ORDER NO.	SPEEDIE ORDER NO.	COLOR	DOZEN
FC-20004	FC-030	Blue	$4.00
FC-20005	FC-035	Carmine Red	4.00
FC-20006	FC-040	Green	4.00
FC-20007	FC-045	Yellow	4.00

VERITHIN COLORED PENCILS BY BEROL®

Takes a fine point in any sharpener every time — and holds it for 5,000 check marks. Its point won't snap under normal pressure. One dozen per box.

STOCK ORDER NO.	SPEEDIE ORDER NO.	COLOR	DOZEN
BER-734	BER-041	White	$4.19
BER-735	BER-042	Canary Yellow	4.19
BER-737	BER-043	Orange	4.19
BER-738	BER-044	Grass Green	4.19
BER-739	BER-046	Green	4.19
BER-740½	BER-047	Sky Blue	4.19
BER-741	BER-045	Indigo Blue	4.19
BER-741½	BER-048	Azure Blue	4.19
BER-745	BER-050	Carmine Red	4.19
BER-748	BER-049	Red/Blue	4.19
BER-753	BER-051	Silver	4.19
BER-758	BER-052	True Blue	4.19
BER-761½	BER-040	Non Photo Blue	4.19
BER-2745	BER-053	Red	4.19

COLORBRITE PENCILS BY EBERHARD FABER

Has a very strong and resilient lead which sharpens to a fine long lasting point. Available with and without an eraser tip. One dozen per box.

STOCK ORDER NO.	SPEEDIE ORDER NO.	COLOR	ERASER TIPPED	DOZEN
EF-2125	EF-030	Blue	No	$4.00
EF-2126	EF-035	Red	No	4.00
EF-2140	EF-045	Red/Blue	No	4.00
EF-4125	EF-050	Blue	Yes	4.00
EF-4126	EF-055	Red	Yes	4.00

RITEWELL COLORED PENCILS BY BANKERS PRODUCTS

Erase as easily as a black lead pencil. Fade proof and smear proof! Has fortified point strength for extended trouble free use. One dozen per box.

STOCK ORDER NO.	SPEEDIE ORDER NO.	COLOR	DOZEN
BBP-1818T	BBP-155	Red	$3.58
BBP-1803T	BBP-160	Blue	3.58
BBP-1807T	BBP-165	Green	3.58
BBP-1811T	BBP-170	Yellow	3.58

COLORBRITE PENCIL SETS BY EBERHARD FABER

Non-fade, non-smear Colorbrite colors are excellent for checking, marking charts and graphs, color coding, and for all commercial applications which require high visibility, permanent markings. Hexagon shape, bright metal caps, polish matches lead color, twelve assorted colors per set. Twelve sets per carton.

STOCK ORDER NO.	SPEEDIE ORDER NO.	COLOR	SET
EF-4012	EF-900	Assorted	$3.96

GOLF PENCILS BY FABER CASTELL

High lustre yellow finish. Smooth writing medium lead, 3¾" long. No eraser. One gross per box.

STOCK ORDER NO.	SPEEDIE ORDER NO.	GROSS
FC-189	FC-04b	$10.20

Prices subject to change without notice.

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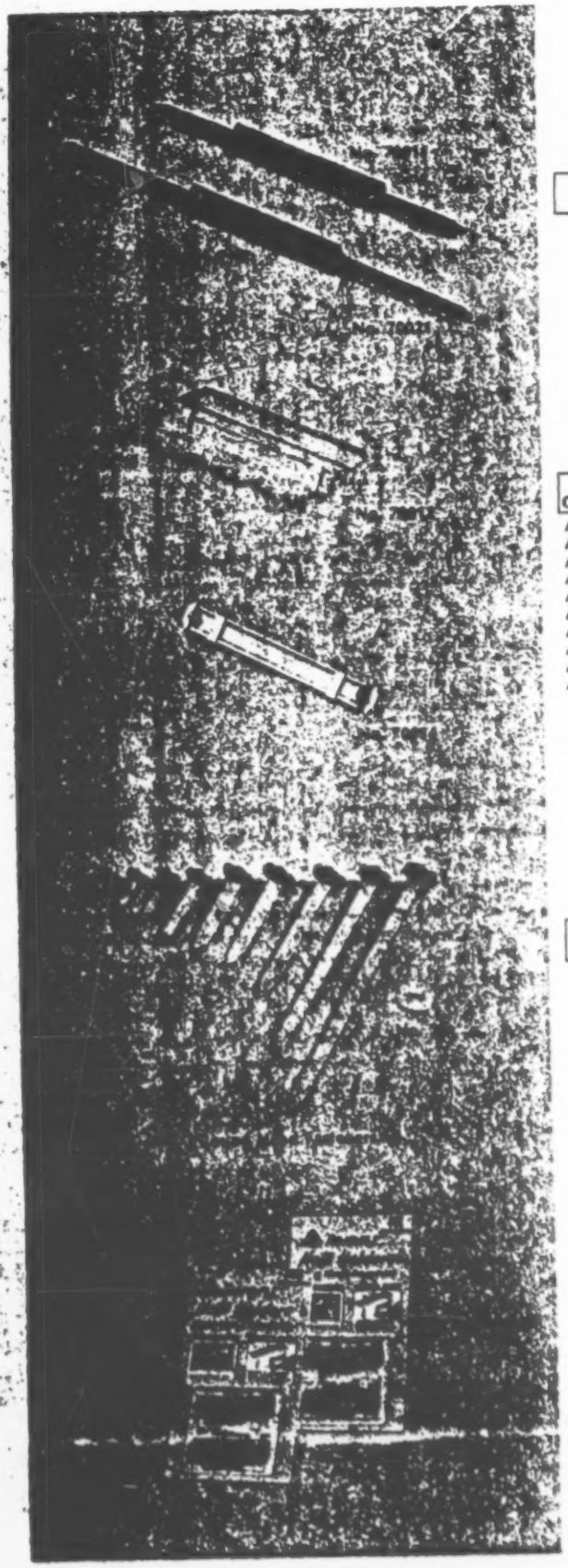
Fasteners



SELF ADHESIVE FASTENERS BY ACCO

Put the fastener in place and you have a spill-proof file folder. Fasteners have a ru proof enamel finish and a strong adhesive is on backing. 100 per box.

STOCK ORDER NO.	SPEEDIE ORDER NO.	CENTER TO CENTER	CAPACITY	BOX
ACO-70011	ACO-368	2⅜"	1"	$ 9.95
ACO-70021	ACO-369	2¾"	2"	10.95

PRONG FASTENERS BY ACCO

Has a locking compressor that keeps papers tightly compressed, saves valuable filin and storage space. Made from tempered steel, tin plated to prevent rusting. Sizes ar measured from prong to prong.

STOCK ORDER NO.	SPEEDIE ORDER NO.	CENTER TO CENTER	CAP.	DESCRIPTION	QTY BOX	BOX
ACO-70012	ACO-340	2¾"	1"	Complete Unit	50	$ 4.65
ACO-70013	ACO-345	2¾"	1"	Base Only	100	5.70
ACO-70014	ACO-346	2¾"		Compressor Only	100	6.60
ACO-70022	ACO-350	2¾"	2"	Complete Unit	50	5.35
ACO-70023	ACO-355	2¾"	2"	Base Only	100	6.60
ACO-70324	ACO-366	2¾"	3½"	Complete Unit	50	10.25
ACO-70424	ACO-360	4¼"	3½"	Complete Unit	50	13.40
ACO-70624	ACO-364	7"	3½"	Complete Unit	50	16.05
ACO-70723	ACO-367	8½"	3"	Complete Unit	50	16.50
ACO-70724	ACO-365	8½"	3½"	Complete Unit	50	17.35

BRASS ROUND HEAD FASTENERS BY NOESTING

Made from top quality brass. Has sharp points and stiff shanks that make it an eas task to pierce through several sheets of paper without having to use a punch 100 per box.

STOCK ORDER NO.	SPEEDIE ORDER NO.	SHANK LENGTH	PER C
NOE-1RH	PAC-030	⅜"	$1.83
NOE-2RH	PAC-035	½"	1.90
NOE-3RH	PAC-040	¾"	2.17
NOE-4RH	PAC-045	1"	3.14
NOE-5RH	PAC-050	1¼"	6.04
NOE-6RH	PAC-055	1½"	6.82
NOE-7RH	PAC-060	2"	7.86
NOE-8RH	PAC-065	3"	10.49
NOE-9RH	PAC-070	4"	13.35
NOE-2	PAC-101	#2 Washer	2.70

NOTE HOLDERS BY AVERY

Self-adhesive polyester hinged magnets secure notes, lists, poster or messages almos anywhere. Magnets hold up to ten notes at a time. Removable adhesive. Twelve pe carton.

STOCK ORDER NO.	SPEEDIE ORDER NO.	COLOR	HOLDERS PER PKG.	PACKAGE
AVY-5655	AVY-950	Orange	2	$1.89
AVY-5656	AVY-951	Brown	2	1.89

Prices subject to change without notice

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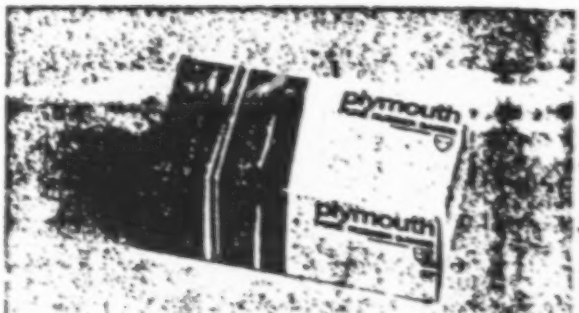
Rubber Bands

PLYMOUTH RUBBER BANDS BY PLYMOUTH

100% pure rubber bands for greater strength. Exceeds government specifications.

STOCK ORDER NO.	SPEEDIE ORDER NO. ¼ lb. Box	SPEEDIE ORDER NO. 1 lb. Box	SIZES	¼ lb. Box	1 lb. Box
PLY-8	PLY-120	PLY-115	1/16" x 1/8"	$1.61	$5.32
PLY-10	PLY-130	PLY-125	1/16" x 1 1/4"	1.61	5.32
PLY-12	PLY-140	PLY-135	1/16" x 1 5/8"	1.61	5.32
PLY-14	PLY-150	PLY-145	1/16" x 2"	1.61	5.32
PLY-16	PLY-160	PLY-155	1/16" x 2 1/2"	1.61	5.32
PLY-18	PLY-170	PLY-165	1/16" x 3"	1.61	5.32
PLY-19	PLY-180	PLY-175	1/16" x 3 1/2"	1.61	5.32
PLY-30	PLY-190	PLY-185	1/8" x 2"	1.61	5.32
PLY-31	PLY-200	PLY-195	1/8" x 2 1/2"	1.61	5.32
PLY-32	PLY-210	PLY-205	1/8" x 3"	1.61	5.32
PLY-33	PLY-220	PLY-215	1/8" x 3 1/2"	1.61	5.32
PLY-54	PLY-230	PLY-225	Assorted	1.61	5.32
PLY-62	PLY-240	PLY-235	1/4" x 2 1/2"	1.61	5.32
PLY-64	PLY-250	PLY-245	1/4" x 3 1/2"	1.61	5.32
PLY-84	PLY-280	PLY-275	1/2" x 3 1/2"	1.61	5.32
PLY-105	PLY-290	PLY-285	3/4" x 5"	1.61	5.32
PLY-107	PLY-300	PLY-295	3/4" x 7"	1.61	5.32
PLY-117		PLY-301	1" x 7"	1.61	5.32



Plymouth Rubber Bands 100% Rubber

REVERE RUBBER BANDS BY PLYMOUTH

Precision cut, seamless, and inspected. High tensil strength and maximum elasticity.

STOCK ORDER NO.	SPEEDIE ORDER NO. ¼ lb. Box	SPEEDIE ORDER NO. 1 lb. Box	SIZES	¼ lb. Box	1 lb. Box
PLY-R8	PLY-002	PLY-001	1/16" x 1/8"	$1.16	$3.56
PLY-R10	PLY-004	PLY-003	1/16" x 1 1/4"	1.16	3.56
PLY-R12	PLY-010	PLY-005	1/16" x 1 5/8"	1.16	3.56
PLY-R14	PLY-020	PLY-015	1/16" x 2"	1.16	3.56
PLY-R16	PLY-030	PLY-025	1/16" x 2 1/2"	1.16	3.56
PLY-R18	PLY-040	PLY-035	1/16" x 3"	1.16	3.56
PLY-R19	PLY-050	PLY-045	1/16" x 3 1/2"	1.16	3.56
PLY-R30	PLY-060	PLY-055	1/8" x 2"	1.16	3.56
PLY-R31	PLY-062	PLY-061	1/8" x 2 1/2"	1.16	3.56
PLY-R32	PLY-070	PLY-065	1/8" x 3"	1.16	3.56
PLY-R33	PLY-080	PLY-075	1/8" x 3 1/2"	1.16	3.56
PLY-R54	PLY-090	PLY-085	Assorted	1.16	3.56
PLY-R62	PLY-092	PLY-091	1/4" x 2 1/2"	1.16	3.56
PLY-R64	PLY-097	PLY-096	1/4" x 3 1/2"	1.16	3.56
PLY-R84	PLY-104	PLY-103	1/2" x 3 1/2"	1.16	3.56
PLY-R105	PLY-100	PLY-095	3/4" x 5"	1.16	3.56

Revere Rubber Bands

ARCO STERLING RUBBER BANDS BY ALLIANCE

100% pure rubber. Open ring feature. Exceeds government specifications.

STOCK ORDER NO.	SPEEDIE ORDER NO. ¼ lb. Box	SPEEDIE ORDER NO. 1 lb. Box	SIZES	¼ lb. Box	1 lb. Box
ARC-8	ARC-002	ARC-001	1/16" x 1/8"	$1.87	$5.87
ARC-10	ARC-004	ARC-003	1/16" x 1 1/4"	1.87	5.87
ARC-12	ARC-006	ARC-005	1/16" x 1 5/8"	1.87	5.87
ARC-14	ARC-008	ARC-007	1/16" x 2"	1.87	5.87
ARC-16	ARC-010	ARC-009	1/16" x 2 1/2"	1.87	5.87
ARC-18	ARC-012	ARC-011	1/16" x 3"	1.87	5.87
ARC-19	ARC-014	ARC-013	1/16" x 3 1/2"	1.87	5.87
ARC-30	ARC-016	ARC-015	1/8" x 2"	1.87	5.87
ARC-31	ARC-018	ARC-017	1/8" x 2 1/2"	1.87	5.87
ARC-32	ARC-020	ARC-019	1/8" x 3"	1.87	5.87
ARC-33	ARC-022	ARC-021	1/8" x 3 1/2"	1.87	5.87
ARC-54	ARC-024	ARC-023	Assorted	1.87	5.87
ARC-62	ARC-026	ARC-025	1/4" x 2 1/2"	1.87	5.87
ARC-64	ARC-028	ARC-027	1/4" x 3 1/2"	1.87	5.87
ARC-84	ARC-030	ARC-029	1/2" x 3 1/2"	1.87	5.87
ARC-105	ARC-032	ARC-031	3/4" x 5"	1.87	5.87

Arco Sterling Rubber Bands 100% Rubber

ARCO ADVANTAGE RUBBER BANDS BY ALLIANCE

American made. Opening feature increases efficiency. Eliminates built-in weak spots.

STOCK ORDER NO.	SPEEDIE ORDER NO. ¼ lb. Box	SPEEDIE ORDER NO. 1 lb. Box	SIZES	¼ lb. Box	1 lb. Box
ARC-E8	ARC-052	ARC-051	1/16" x 1/8"	$1.51	$4.85
ARC-E10	ARC-054	ARC-053	1/16" x 1 1/4"	1.51	4.85
ARC-E12	ARC-056	ARC-055	1/16" x 1 5/8"	1.51	4.85
ARC-E14	ARC-058	ARC-057	1/16" x 2"	1.51	4.85
ARC-E16	ARC-060	ARC-059	1/16" x 2 1/2"	1.51	4.85
ARC-E18	ARC-062	ARC-061	1/16" x 3"	1.51	4.85
ARC-E19	ARC-064	ARC-063	1/16" x 3 1/2"	1.51	4.85
ARC-E30	ARC-066	ARC-065	1/8" x 2"	1.51	4.85
ARC-E31	ARC-068	ARC-067	1/8" x 2 1/2"	1.51	4.85
ARC-E32	ARC-070	ARC-069	1/8" x 3"	1.51	4.85
ARC-E33	ARC-072	ARC-071	1/8" x 3 1/2"	1.51	4.85
ARC-E54	ARC-074	ARC-073	Assorted	1.51	4.85
ARC-E62	ARC-076	ARC-075	1/4" x 2 1/2"	1.51	4.85
ARC-E64	ARC-078	ARC-077	1/4" x 3 1/2"	1.51	4.85
ARC-E84	ARC-080	ARC-079	1/2" x 3 1/2"	1.51	4.85
ARC-E105	ARC-082	ARC-081	3/4" x 5"	1.51	4.85

Arco Advantage Rubber Bands

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Paper Clips

BINDER CLIPS BY IDL

Engineered to conform to governmental standards. A versatile clip made of tempered steel and nickeled wire handles. One dozen per box.

STOCK ORDER NO.	SPEEDIE ORDER NO.	WIDTH	CAPACITY	DOZEN
IDL-10020	IDL-005	⅝"	⅛"	$ .90
IDL-10050	IDL-010	1⅝"	⅜"	1.65
IDL-10100	IDL-015	2"	1¼"	4.58

BULLDOG CLIPS BY HUNT-BOSTON

For a real good bite. Bulldog Clips are the answer. Three dozen per box.

STOCK ORDER NO.	SPEEDIE ORDER NO.	SIZE	DOZEN
HUN-2000	HUN-055	1"	$1.92
HUN-2001	HUN-060	1¼"	2.04
HUN-2002	HUN-065	2¼"	2.64
HUN-2003	HUN-070	2⅝"	5.28
HUN-2004	HUN-075	3"	5.88

MAGNETIC BULLDOG CLIPS BY HUNT-BOSTON

An all steel clip for important papers, notes, etc. Powerful magnet attaches to any metal surface. Three dozen per box.

STOCK ORDER NO.	SPEEDIE ORDER NO.	WIDTH	DOZEN
HUN-2016	HUN-110	1¼"	$ 9.60
HUN-2017	HUN-115	2¼"	13.08

PAPER CLIPS BY OFFICE MATE

Economical clips. 100 per box. 1000 per carton.

STOCK ORDER NO.	SPEEDIE ORDER NO.	SIZE	SURFACE	PER M
OMI-GG	OMI-010	2"	Smooth	$11.50
OMI-IPC	OMI-015	1⅜"	Frictioned	5.00

GEM PAPER CLIPS BY NOESTING

First quality, silverette finished. Will provide maximum service. 100 per box. 1,000 per carton.

STOCK ORDER NO.	SPEEDIE ORDER NO.	SIZE	SURFACE	PER M
NOE-1GC	PAC-001	1⅜"	Smooth	$ 4.72
NOE-GG	PAC-001	2"	Smooth	13.30
NOE-3GC	PAC-006	9/16"	Smooth	4.00

IDEAL PAPER CLAMPS BY NOESTING

These extra large, heavy duty clamps are perfect for greater thicknesses.

STOCK ORDER NO.	SPEEDIE ORDER NO.	SIZE	PACKING	BOX
NOE-1-IP	PAC-020	1⅝" x 2⅝"	12 Per Box	$ .70
NOE-2-IP	PAC-025	1⅝" x 1¼"	30 Per Box	1.00

CLIP CADDY BY SCOVILLE

A simple flick of the wrist and up pops your paper clip. Magnetic action will prevent spills. Twelve per carton.

STOCK ORDER NO.	SPEEDIE ORDER NO.	COLOR	EACH
SCO-7008	SCO-005	Black	$2.50
SCO-7007	SCO-010	Tan	2.50

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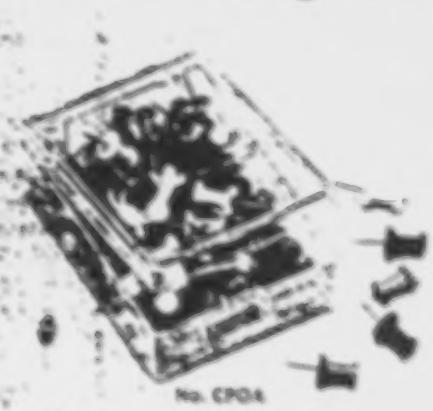
Tacks, Push Pins and File Signals



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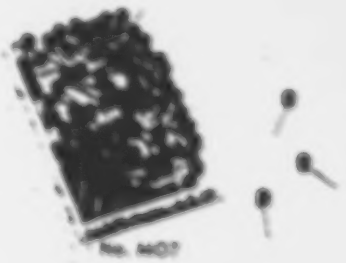

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GRAFFCO PUSH PINS BY LABELON

Plastic head push pins in four colors as well as white and clear. ⅜" point. 100 per box.

STOCK ORDER NO.	SPEEDIE ORDER NO.	COLOR	BOX
LAB-CP20	LAB-020	Clear	$2.50
LAB-CP02	LAB-021	Red	2.50
LAB-CP03	LAB-022	White	2.50
LAB-CP04	LAB-023	Blue	2.50
LAB-CP05	LAB-024	Yellow	2.50
LAB-CP06	LAB-025	Green	2.50
LAB-CPOA	LAB-026	Assorted	2.50

CELLUGRAF FILE SIGNALS BY LABELON

A transparent plastic signal with a steel spring that holds it against the visible side and edge. $\frac{5}{16}$" width. 100 per box.

STOCK ORDER NO.	SPEEDIE ORDER NO.	COLOR	BOX
LAB-B001	LAB-081	Orange	$4.15
LAB-B002	LAB-082	Red	4.15
LAB-B004	LAB-084	Blue	4.15
LAB-B005	LAB-085	Yellow	4.15
LAB-B006	LAB-086	Green	4.15
LAB-B009	LAB-089	Brown	4.15
LAB-B011	LAB-090	Lt. Green	4.15
LAB-B015	LAB-091	Lt. Blue	4.15

GRAFFCO MAPTACKS BY LABELON

Spherical head maptacks with $\frac{5}{16}$" head and ⅜" point. 100 per box.

STOCK ORDER NO.	SPEEDIE ORDER NO.	COLOR	BOX
LAB-M01	LAB-071	Orange	$2.50
LAB-M02	LAB-072	Red	2.50
LAB-M03	LAB-073	White	2.50
LAB-M04	LAB-074	Blue	2.50
LAB-M05	LAB-075	Yellow	2.50
LAB-M06	LAB-076	Green	2.50
LAB-M07	LAB-077	Black	2.50

THUMB TACKS BY NOESTING

American made from the finest quality, special tempered steel. Solid head style. 100 per box. 1,000 per carton.

STOCK ORDER NO.	SPEEDIE ORDER NO.	HEAD SIZE	PER M
NOE-1	PAC-075	$\frac{5}{16}$"	$ 8.00
NOE-2	PAC-080	⅜"	9.00
NOE-3	PAC-085	$\frac{7}{16}$"	10.00
NOE-4	PAC-090	½"	11.00
NOE-5	PAC-095	$\frac{9}{16}$"	12.00

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Scotch Tape

MAGIC TAPE BY 3M

Disappears on the job—it's permanent, resists moisture, won't curl and you can write on it.

STOCK ORDER NO.	SPEEDIE ORDER NO.	WIDTH	LENGTH	ROLL
MM-810-121296	MMM-120	½"	1296"	$1.9
MM-810-341296	MMM-130	¾"	1296"	2.5
MM-810-11296	MMM-140	1"	1296"	3.1
MM-810-122592	MMM-125	½"	2592"	3.24
MM-810-342592	MMM-135	¾"	2592"	4.4
MM-810-12592	MMM-145	1"	2592"	5.7

MAGIC TAPE PLUS™ BY 3M

Removable transparent tape. It's perfect for practically any use where you may stick something down for now without getting stuck for good.

STOCK ORDER NO.	SPEEDIE ORDER NO.	WIDTH	LENGTH	ROLL
MM-811-121296	MMM-400	½"	1296"	$2.04
MM-811-341296	MMM-401	¾"	1296"	2.71
MM-811-122592	MMM-402	½"	2592"	3.42
MM-811-342592	MMM-403	¾"	2592"	4.73
MM-811-12592	MMM-404	1"	2592"	6.0

TRANSPARENT TAPE BY 3M

A clear cellophane tape for general office use. It is non-yellowing. Perfect mending and holding where aging is not a factor.

STOCK ORDER NO.	SPEEDIE ORDER NO.	WIDTH	LENGTH	ROLL
MM-600-121296	MMM-095	½"	1296"	$1.4
MM-600-341296	MMM-105	¾"	1296"	1.91
MM-600-122592	MMM-100	½"	2592"	2.29
MM-600-342592	MMM-110	¾"	2592"	3.14
MM-600-12592	MMM-115	1"	2592"	4.3

"HIGHLAND" CELLOPHANE TAPE BY 3M

Quality cellophane tape at a modest price for those who are cost conscious.

STOCK ORDER NO.	SPEEDIE ORDER NO.	WIDTH	LENGTH	ROLL
MM-5910-121296	MMM-160	½"	1296"	$ .6
MM-5910-341296	MMM-170	¾"	1296"	.8
MM-5910-122592	MMM-165	½"	2592"	1.21
MM-5910-342592	MMM-175	¾"	2592"	1.76
MM-5910-12592	MMM-180	1"	2592"	2.2

"HIGHLAND" PERMANENT MENDING TAPE BY 3M

Resists moisture, invisible on the job, you can write on it, and it's permanent.

STOCK ORDER NO.	SPEEDIE ORDER NO.	WIDTH	LENGTH	ROLL
MM-6200-121296	MMM-185	½"	1296"	$1.15
MM-6200-341296	MMM-195	¾"	1296"	1.60
MM-6200-122592	MMM-206	½"	2592"	1.98
MM-6200-342592	MMM-207	¾"	2592"	2.77
MM-6200-12592	MMM-205	1"	2592"	3.46

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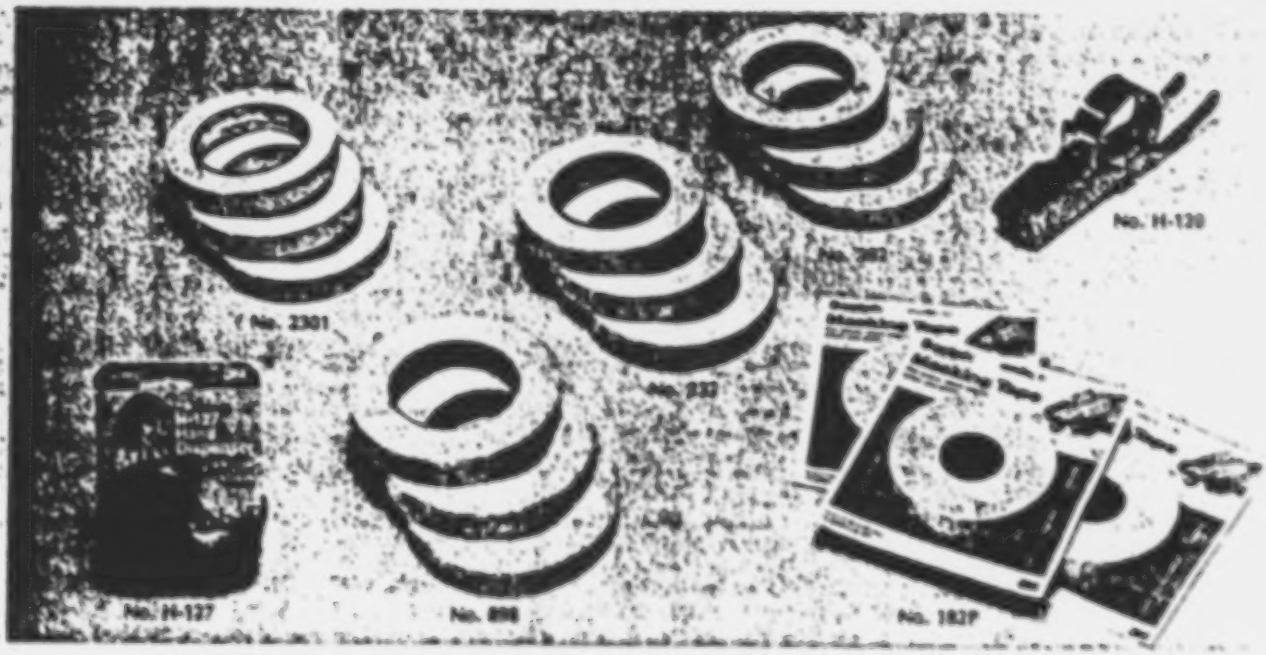
Scotch Tape



MASKING TAPE BY 3M

Top quality masking tape that is ideal for paint masking. Its superior adhesive and ease of removal makes this one of the best tapes on the market

STOCK ORDER NO.	SPEEDIE ORDER NO.	ROLL SIZE	ROLLS PER CTN.	ROLL
MM-202-1260	MMM-060	½" x 60"	72	$2.98
MM-202-3460	MMM-065	¾" x 60"	48	3.69
MM-202-160	MMM-070	1" x 60"	36	4.60
MM-202-260	MMM-075	2" x 60"	24	9.20

MASKING TAPE BY 3M

A natural colored crepe tape. An all purpose tape for various bundling packaging or protecting applications throughout the office or home

STOCK ORDER NO.	SPEEDIE ORDER NO.	ROLL SIZE	ROLLS PER BOX	ROLL
MM-181P	MMM-390	¾" x 300"	12	$ .88
MM-182P	MMM-391	¾" x 2160"	12	2.99
MM-183P	MMM-392	1" x 2160"	12	4.11
MM-184P	MMM-393	1½" x 2160"	12	6.18
MM-188P	MMM-395	1½" x 300"	12	1.92

"HIGHLAND" MASKING TAPE BY 3M

A very inexpensive paper tape that is ideal for general use where price is a factor. Bulk packed

STOCK ORDER NO.	SPEEDIE ORDER NO.	ROLL SIZE	ROLLS PER CTN.	ROLL
MM-2301-1260	MMM-210	½" x 60"	72	$1.45
MM-2301-3460	MMM-215	¾" x 60"	48	1.80
MM-2301-160	MMM-220	1" x 60"	36	2.40
MM-2301-260	MMM-230	2" x 60"	24	4.80

MASKING TAPE BY 3M

A tough and extremely smooth natural colored crepe paper tape. Excellent tape for paint masking as well as many general purposes, such as holding, bundling, protecting and miscellaneous industrial applications

STOCK ORDER NO.	SPEEDIE ORDER NO.	ROLL SIZE	ROLLS PER CTN.	ROLL
MM-232-1260	MMM-235	½" x 60"	72	$2.11
MM-232-3460	MMM-240	¾" x 60"	48	2.67
MM-232-160	MMM-245	1" x 60"	36	3.36
MM-232-260	MMM-255	2" x 60"	24	7.11

GLASS YARN FILAMENT TAPE BY 3M

A transparent tape reinforced with continuous glass yarn filaments. Stain resistant, mirror finish, aggressive high shear adhesive. Pretened construction for broad spectrum use on corrugated containers in bundling, holding, reinforcing. Film backing provides excellent abrasion, moisture and scuff resistance, non-curling dispensability even under conditions of high humidity

STOCK ORDER NO.	SPEEDIE ORDER NO.	ROLL SIZE	ROLL PER CTN.	ROLL
MM-898	MMM-330	½" x 60"	72	$4.27
MM-898	MMM-335	¾" x 60"	48	5.96
MM-898	MMM-340	1" x 60"	36	7.75

FILAMENT TAPE HAND DISPENSER BY 3M

Speeds up wrapping of packages, books and other objects. Made of durable metal, holds tape up to 1" wide. For rolls 60 yds. long with a 3" core

STOCK ORDER NO.	SPEEDIE ORDER NO.	EACH
MM-H-120 Metal	MMM-043	$22.40
MM-H-12 Plastic	MMM-044	15.15

HAND TAPE DISPENSERS BY 3M

Perfect for those who need to take tape with them, also fits easily into your desk drawer. Twelve per box

STOCK ORDER NO.	SPEEDIE ORDER NO.	HOLDS TAPE SIZE UP TO	COLOR	EACH
MM-H-126	MMM-045	½" x 1296"	Smoke	$ .59
MM-H-127	MMM-050	¾" x 1296"	Smoke	.59

Prices subject to change without notice

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Scotch Tape

MAGIC TRANSPARENT TAPE BY 3M

Frosty appearing on the roll, yet invisible on most papers. Resists cracking and yellowing with age. Tape can be written on. Designed for permanent paper mending. Complete with its own hand dispenser.

STOCK ORDER NO.	SPEEDIE ORDER NO.	ROLL SIZE	ROLLS PER BOX	ROLL
MM-102A	MMM-355	½" x 250"	24	$ .79
MM-104A	MMM-150	½" x 450"	24	1.02
MM-105A	MMM-155	¾" x 300"	24	1.02
MM-119A	MMM-358	½" x 800"	24	1.54
MM-121A	MMM-359	½" x 950"	24	1.78
MM-122A	MMM-362	¾" x 650"	24	1.78

TRANSPARENT CELLOPHANE TAPE BY 3M

Top quality cellophane tape complete with its own handy dispenser.

STOCK ORDER NO.	SPEEDIE ORDER NO.	ROLL SIZE	ROLLS PER BOX	ROLL
MM-144A	MMM-361	½" x 500"	24	$ .83
MM-174A	MMM-632	½" x 1100"	24	1.40

ECONOMY CELLOPHANE TAPE BY 3M

Famous 3M quality at a price that even the most thrifty can appreciate.

STOCK ORDER NO.	SPEEDIE ORDER NO.	ROLL SIZE	ROLLS PER BOX	ROLL
MM-RX-2A	MMM-365	½" x 800"	24	$ .74
MM-RX-5	MMM-367	½" x 1100"	24	.91

STRAPPING TAPE BY 3M

Reinforced filament tape that is extra strong. Used for bundling, reinforcing and packaging.

STOCK ORDER NO.	SPEEDIE ORDER NO.	ROLL SIZE	ROLLS PER BOX	ROLL
MM-66P	MMM-370	½" x 350"	12	$1.79
MM-68P	MMM-371	¾" x 300"	12	2.19

DOUBLE STICK TAPE BY 3M

A transparent tape with adhesive on both sides. Use for attaching one piece of paper to another, or for mounting pictures or sample swatches in albums or catalogs and many specialty applications. Long aging for permanent-type applications.

STOCK ORDER NO.	SPEEDIE ORDER NO.	ROLL SIZE	ROLLS PER BOX	ROLL
MM-136P	MMM-375	½" x 250"	12	$1.39
MM-137P	MMM-376	½" x 450"	12	2.53
MM-665	MMM-377	½" x 900"	12	3.20
MM-665	MMM-378	½" x 1296"	12	4.16
MM-665	MMM-379	¾" x 1296"	12	6.02

PACKAGING SEALING TAPE BY 3M

A natural colored kraft paper tape created especially for sealing parcels, large envelopes and storage cartons. Stronger and heavier weight than masking tape.

STOCK ORDER NO.	SPEEDIE ORDER NO.	ROLL SIZE	ROLLS PER BOX	ROLL
MM-123P	MMM-380	1½" x 150"	12	$ .91
MM-125P	MMM-381	1½" x 400"	12	1.84
MM-149P	MMM-383	1½" x 1000"	12	4.00

DRAFTING TAPE BY 3M

A natural colored paper tape. Thin, comfortable and flexible. Designed for holding drawings, blueprints or tracings to drawing boards. Easy removal. Comes in handy dispenser.

STOCK ORDER NO.	SPEEDIE ORDER NO.	ROLL SIZE	ROLLS PER BOX	ROLL
MM-172P	MMM-385	¾" x 400"	12	$1.32

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Ball Point Pens

ERASERMATE II PEN BY PAPER MATE

Stick pen style, erasable ink. Ink becomes permanent 24 hrs. after writing. Eras not tear paper. Color of pen is color of ink. Spring steel clip. Not refillable. One per box.

STOCK ORDER NO.	SPEEDIE ORDER NO.	DESCRIPTION	COLOR	EACH
PM-391-01	PMP-508	Medium	Blue	$ .6
PM-392-01	PMP-509	Medium	Red	.6
PM-393-01	PMP-510	Medium	Black	.6
PM-396-01	PMP-511	Fine	Blue	.9
PM-397-01	PMP-512	Fine	Red	.9
PM-398-01	PMP-513	Fine	Black	.9

98 PEN BY PAPER MATE

America's best selling dollar ball pen. Stylish colors trimmed in chrome. Medium blue ink. One dozen per box.

STOCK ORDER NO.	SPEEDIE ORDER NO.	EACH
PM-354-01	PMP-155	$1.00

MALIBU PEN BY PAPER MATE

True economy combined with the performance of a power point refill makes t an excellent choice. Chrome trimmed with plastic barrel. Assorted colors. Blue ri refill. One dozen per box.

STOCK ORDER NO.	SPEEDIE ORDER NO.	EACH
PM-355-01	PMP-160	$2.10

CONTOUR GRIP PEN BY PAPER MATE

The retractable ball pen that features the exclusive contour grip for extra comfort. Satin chrome trim with plastic barrel. Assorted colors, blue me One dozen per box.

STOCK ORDER NO.	SPEEDIE ORDER NO.	EACH
PM-360-01	PMP-165	$1.10

PROFILE PEN BY PAPER MATE

Writes at any angle, even upside down. Has chrome cap, plastic barrels. Blue ri refill. Available in two barrel widths.

STOCK ORDER NO.	SPEEDIE ORDER NO.	BARREL SIZE	EACH
PM-141-61	PMP-170	Slim	$1.9
PM-142-61	PMP-175	Regular	1.9

ONE FOR ALL BALL PEN REFILLS BY FISHER

Fits over 171 pens, including Paper Mate, Bic-Clic, Scripto, Wearever, etc. One per box.

STOCK ORDER NO.	SPEEDIE ORDER NO.	COLOR	POINT	EACH
FP-4	FIS-005	Black	Medium	$ .7
FP-1	FIS-010	Blue	Medium	.7
FP-2	FIS-015	Red	Medium	.7
FP-14	FIS-020	Black	Fine	.7
FP-11	FIS-025	Blue	Fine	.7
FP-12	FIS-030	Red	Fine	.7

CROSS REFILLS BY FISHER

Fits all Cross ball pens. Packed one dozen per box.

STOCK ORDER NO.	SPEEDIE ORDER NO.	COLOR	POINT	EACH
FP-C1	FIS-035	Blue	Medium	$1.0
FP-C4	FIS-040	Black	Medium	1.0
FP-C1F	FIS-045	Blue	Fine	1.0
FP-C4F	FIS-050	Black	Fine	1.0

PEN AND PENCIL GIFT SETS BY PAPER MATE

Attractive economically priced gift sets. Superbly crafted writing instru elegantly gift-boxed.

STOCK ORDER NO.	SPEEDIE ORDER NO.	COLOR	PRICE
PM-514-05	PMP-585	Antique Gold	$3.4
PM-114-05	PMP-586	Pen Only	1.2
PM-516-05	PMP-587	Antique Chrome	1.8
PM-116-05	PMP-588	Pen Only	9

STAY PUT PEN BY ROGERS

A pen that is used any place it must stay. Stainless steel chain attached to ba adheres to any clean flat surface. Refill pens available.

STOCK ORDER NO.	SPEEDIE ORDER NO.	INK COLOR	EACH
ROG-2109-06	ROG-001	Black	$3.2
ROG-2109-07	ROG-002	Blue	3.2
ROG-2108-06	ROG-003	Black Refill	1.6
ROG-2108-07	ROG-004	Blue Refill	1.6

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Ball Point Pens

BALL POINT PENS BY BIC

"Writes First Time, Every Time" available in a writing style that's best for you. One dozen per box.

STOCK ORDER NO.	SPEEDIE ORDER NO.	POINT STYLE	INK COLOR	EACH
BIC-MS-11	BIC-005	Medium	Blue	$.35
BIC-MS-11	BIC-010	Medium	Black	.35
BIC-MS-11	BIC-015	Medium	Red	.35
BIC-MS-11	BIC-020	Medium	Green	.35
BIC-FS-11	BIC-025	Fine	Blue	.45
BIC-FS-11	BIC-030	Fine	Black	.45
BIC-FS-11	BIC-035	Fine	Red	.45
BIC-FS-11	BIC-040	Fine	Green	.45
BIC-AF-11	BIC-045	X-Fine	Blue	.79
BIC-AF-11	BIC-050	X-Fine	Black	.79
BIC-AF-11	BIC-055	X-Fine	Red	.79

BIRO PENS BY BIC

Tungsten carbide ball for ultra smooth writing. Round lightweight barrel fits comfortably in your hand. Cap indicates ink color. One dozen per box.

STOCK ORDER NO.	SPEEDIE ORDER NO.	POINT STYLE	INK COLOR	EACH
BIC-GSF-11	BIC-214	Fine	Blue	$.39
BIC-GSF-11	BIC-215	Fine	Black	.39
BIC-GSF-11	BIC-216	Fine	Red	.39
BIC-GSM-11	BIC-210	Medium	Blue	.29
BIC-GSM-11	BIC-211	Medium	Black	.29
BIC-GSM-11	BIC-212	Medium	Red	.29
BIC-GSM-11	BIC-213	Medium	Green	.29

OFFICE PRODUCTS BALL POINT PENS BY PAPER MATE

Features an extra large ink supply that writes for over a mile. Backed by Paper Mate quality. One dozen per box.

STOCK ORDER NO.	SPEEDIE ORDER NO.	POINT STYLE	INK COLOR	EACH
PM-331-11	PMP-005	Medium	Blue	$.29
PM-332-11	PMP-010	Medium	Red	.29
PM-333-11	PMP-015	Medium	Black	.29
PM-334-11	PMP-016	Medium	Green	.29
PM-336-11	PMP-020	Fine	Blue	.39
PM-337-11	PMP-025	Fine	Red	.39
PM-338-11	PMP-010	Fine	Black	.39
PM-931-01	PMP-590	Medium	Blue	.35
PM-932-01	PMP-591	Medium	Red	.35
PM-933-01	PMP-592	Medium	Black	.35
PM-934-01	PMR-593	Medium	Green	.35
PM-936-01	PMP-594	Fine	Blue	.45
PM-937-01	PMP-595	Fine	Red	.45
PM-938-01	PMP-596	Fine	Black	.45
PM-911-01	PMP-597	X-Fine	Blue	.79
PM-912-01	PMP-598	X-Fine	Red	.79
PM-913-01	PMP-599	X-Fine	Black	.79

STAINLESS STEEL BALL POINT PENS BY BEROL®

Same quality as above only with additional feature of an eraser at no extra cost. One dozen per box.

STOCK ORDER NO.	SPEEDIE ORDER NO.	POINT STYLE	INK COLOR	EACH
BER-554E	BER-180	Medium	Blue	$.49
BER-554E	BER-185	Medium	Black	.49
BER-554E	BER-190	Medium	Red	.49
BER-5542E	BER-220	X-Fine	Blue	.49
BER-5542E	BER-225	X-Fine	Black	.49
BER-5542E	BER-230	X-Fine	Red	.49

REFILLABLE BALL POINT PENS BY PILOT

Features a tungsten carbide ball encased in a tough, stainless steel tip. Tinted crystal barrel. Refillable. One dozen per box.

STOCK ORDER NO.	SPEEDIE ORDER NO.	POINT STYLE	INK COLOR	EACH
PLT-BP-S-M	PLT-1000	Medium	Black	$.79
PLT-BP-S-M	PLT-1001	Medium	Blue	.79
PLT-BP-S-M	PLT-1002	Medium	Red	.79
PLT-BP-S-M	PLT-1003	Medium	Green	.79
PLT-BP-S-F	PLT-1004	Fine	Black	.79
PLT-BP-S-F	PLT-1005	Fine	Blue	.79
PLT-BP-S-F	PLT-1006	Fine	Red	.79

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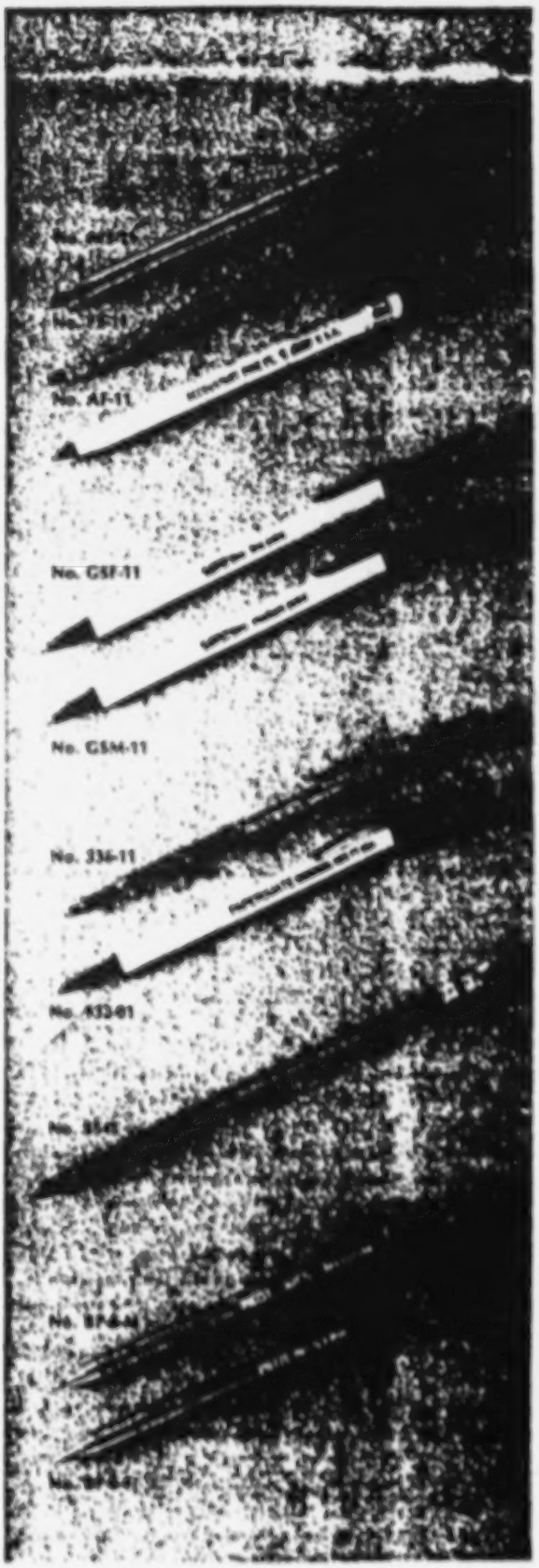
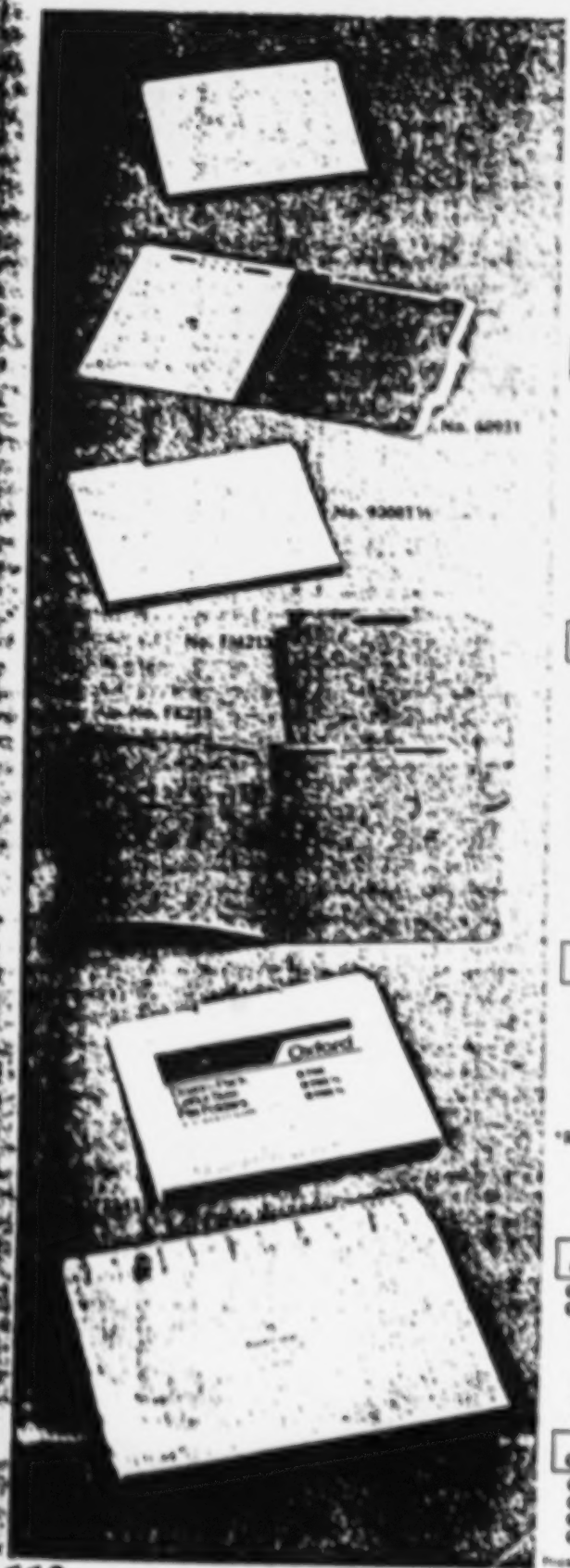


File Folders



PRESSBOARD FILE FOLDERS BY GUSSCO MFG.

Top quality green pressboard provides long wear. Packed 25 per box.*

STOCK ORDER NO.	SPEEDIE ORDER NO.	SIZE	TAB CUT	BOX
GS-54500	GS-315	Letter	Straight	$22.50
GS-54502	GS-320	Letter	⅓	22.50
GS-54503	GS-325	Letter	⅓	22.50
GS-54505	GS-330	Letter	⅓	22.50
GS-55500	GS-335	Legal	Straight	29.25
GS-55503	GS-345	Legal	⅓	29.25

PARTITION FOLDERS BY GUSSCO MFG.

Outside folder is heavy pressboard. Partitions are 18 point kraft. Fasteners are bu... Ideal for case histories, tax records, sales reports, personnel records, agency record... etc. Letter twenty per box, legal fifteen per box.

STOCK ORDER NO.	SPEEDIE ORDER NO.	SIZE	STOCK	NO. OF PARTITIONS	QTY BOX	BOX
GS-60950	GS-265	Letter	Red	1	20	$62.00
GS-60951	GS-260	Letter	Green	1	20	62.00
GS-60900	GS-295	Letter	Red	2	15	54.00
GS-60901	GS-290	Letter	Green	2	15	54.00
GS-61950	GS-280	Legal	Red	1	20	72.00
GS-61951	GS-275	Legal	Green	1	20	72.00
GS-61900	GS-310	Legal	Red	2	15	63.00
GS-61901	GS-305	Legal	Green	2	15	63.00

PRESSBOARD FILE FOLDERS BY OXFORD®

Long wearing durable 25 pt. blue pressboard with cloth gussets. Self tab styling 1" expansion. 25 per box.

STOCK ORDER NO.	SPEEDIE ORDER NO.	SIZE	TAB CUT	BOX
OXF-9103	OXF-339	Letter	⅓	$32.89
OXF-9200	OXF-340	Letter	Straight	$23.32
OXF-9200T⅓	OXF-345	Letter	⅓	24.20
OXF-9200T⅓	OXF-350	Letter	⅓	24.20
OXF-9200T⅛	OXF-355	Letter	⅛	24.20
OXF-9300	OXF-360	Legal	Straight	30.09
OXF-9300T⅓	OXF-365	Legal	⅓	30.98
OXF-9300T⅓	OXF-370	Legal	⅓	30.98
OXF-9300T⅛	OXF-375	Legal	⅛	30.98

FASTENER FOLDERS BY OXFORD®

Extra durable reinforced top folders with Lesspace® fasteners are designed to house multiple documents within one folder. 2" capacity fasteners are factory installed in positions 1 and 3.

STOCK ORDER NO.	SPEEDIE ORDER NO.	SIZE	POINT	STOCK	QTY PER BOX	BOX
OXF-FM213*	OXF-300	Letter	11	Manila	50	$19.33
OXF-FM313*	OXF-301	Legal	11	Manila	50	22.05
OXF-FK213*	OXF-305	Letter	11	Kraft	50	20.03
OXF-FK213*	OXF-306	Legal	11	Kraft	50	22.80
OXF-FP213	OXF-310	Letter	25	Blue Pressboard Type II	25	30.11
OXF-FP213	OXF-311	Legal	25	Blue Pressboard Type II	25	35.26

*Reinforced top

PACKAGED MANILA FILE FOLDERS BY OXFORD®

For those occasions when a small quantity of folders is needed, these packages are the perfect answer. Twelve per package.

STOCK ORDER NO.	SPEEDIE ORDER NO.	SIZE	TAB CUT	PKGS. PER CTN.	PACKAGE
OXF-D722	OXF-985	Letter	Straight	40	$2.20
OXF-D722-13	OXF-986	Letter	⅓	40	2.20

FOLDERS WITH PRINTED TABS BY OXFORD®

If you have a small filing need these sets are ideal. They have printed tab indexing that eliminates the need for separate index guides. Perfect for use with attache cases, portable files, etc.

STOCK ORDER NO.	SPEEDIE ORDER NO.	STYLE	FOLDERS PER SET	SETS PER BOX	SET
OXF-752-25	OXF-987	A-Z	25 Letter Size	6	$5.68
OXF-753-25	OXF-988	A-Z	25 Legal Size	1	7.20
OXF-152-12	OXF-989	Jan.-Dec.	12 Letter Size	6	4.67
OXF-152-31	OXF-990	1-31	30 Letter Size	4	10.03

Prices subject to change without notice.

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MANILA FILE FOLDERS BY OXFORD®

A better grade stock formulated for greatest tearing, folding, and bursting strength at a popular price equal to most "other brand" first grade folders. In 11 point. 100 per box.

STOCK ORDER NO.	SPEEDIE ORDER NO.	SIZE	DESCRIPTION	BOX
OXF-152	OXF-005	Letter	Straight Cut	$11.83
OXF-15212	OXF-010	Letter	⅓ Cut, Assorted Positions	11.83
OXF-15213	OXF-015	Letter	⅓ Cut, Assorted Positions	11.83
OXF-15215	OXF-020	Letter	⅓ Cut, Assorted Positions	11.83
OXF-152131	OXF-185	Letter	⅓ Cut, 1st Position	11.83
OXF-152132	OXF-190	Letter	⅓ Cut, 2nd Position	11.83
OXF-152133	OXF-195	Letter	⅓ Cut, 3rd Position	11.83
OXF-153	OXF-025	Legal	Straight Cut	13.99
OXF-15312	OXF-030	Legal	⅓ Cut, Assorted Positions	15.53
OXF-15313	OXF-035	Legal	⅓ Cut, Assorted Positions	15.53
OXF-15315	OXF-040	Legal	⅓ Cut, Assorted Positions	15.53

COLORED FILE FOLDERS BY OXFORD®

Reversible. Five colors become ten when folders are turned inside out. Use colored folders to code your filing system. Made from durable 11 point stock. 100 per box.

STOCK ORDER NO.	SPEEDIE ORDER NO.	COLOR	SIZE	DESCRIPTION	BOX
OXF-152	OXF-221	Blue	Letter	Straight Cut	$13.39
OXF-152	OXF-222	Green	Letter	Straight Cut	13.39
OXF-152	OXF-224	Orange	Letter	Straight Cut	13.39
OXF-152	OXF-226	Red	Letter	Straight Cut	13.39
OXF-152	OXF-227	Yellow	Letter	Straight Cut	13.39
OXF-15213	OXF-200	Blue	Letter	⅓ Cut, Assorted Positions	13.39
OXF-15213	OXF-205	Green	Letter	⅓ Cut, Assorted Positions	13.39
OXF-15213	OXF-215	Orange	Letter	⅓ Cut, Assorted Positions	13.39
OXF-15213	OXF-220	Red	Letter	⅓ Cut, Assorted Positions	13.39
OXF-15213	OXF-219	Yellow	Letter	⅓ Cut, Assorted Positions	13.39
OXF-15313	OXF-230	Blue	Legal	⅓ Cut, Assorted Positions	18.19
OXF-15313	OXF-231	Green	Legal	⅓ Cut, Assorted Positions	18.19
OXF-15313	OXF-232	Orange	Legal	⅓ Cut, Assorted Positions	18.19
OXF-15313	OXF-233	Red	Legal	⅓ Cut, Assorted Positions	18.19
OXF-15313	OXF-234	Yellow	Legal	⅓ Cut, Assorted Positions	18.19

KRAFT FILE FOLDERS BY OXFORD®

A strong unbleached sulphate stock of smooth surface and pleasing appearance. 100 per box.

STOCK ORDER NO.	SPEEDIE ORDER NO.	SIZE	DESCRIPTION	BOX
OXF-RR152	OXF-265	Letter	Straight Cut	$13.20
OXF-RR15212	OXF-270	Letter	⅓ Cut, Assorted Positions	13.20
OXF-RR15213	OXF-275	Letter	⅓ Cut, Assorted Positions	13.20
OXF-RR15215	OXF-280	Letter	⅓ Cut, Assorted Positions	13.20
OXF-RR152131	OXF-276	Letter	⅓ Cut, 1st Position	13.20
OXF-RR152132	OXF-277	Letter	⅓ Cut, 2nd Position	13.20
OXF-RR152133	OXF-278	Letter	⅓ Cut, 3rd Position	13.20
OXF-RR153	OXF-285	Legal	Straight Cut	17.22
OXF-RR15312	OXF-290	Legal	⅓ Cut, Assorted Positions	17.22
OXF-RR15313	OXF-295	Legal	⅓ Cut, Assorted Positions	17.22
OXF-RR153131	OXF-296	Legal	⅓ Cut, 1st Position	17.22
OXF-RR153132	OXF-297	Legal	⅓ Cut, 2nd Position	17.22
OXF-RR153133	OXF-298	Legal	⅓ Cut, 3rd Position	17.22

MANILA SHELF FILE FOLDERS BY OXFORD®

Made from durable 11 point oxford manila ⅝" wide tab for extra label space. Folders are 9½" high x 12⅛" wide with tab. 100 per box.

STOCK ORDER NO.	SPEEDIE ORDER NO.	SIZE	DESCRIPTION	BOX
OXF-S752131	OXF-325	Letter	⅓ Cut, 1st Position	16.32
OXF-S752132	OXF-330	Letter	⅓ Cut, 2nd Position	16.32
OXF-S752133	OXF-335	Letter	⅓ Cut, 3rd Position	16.32

TWO FIFTHS CUT FOLDERS BY OXFORD®

Made from Oxford 11 point manila. Folders are guide high, 9⅝". 100 per box.

STOCK ORDER NO.	SPEEDIE ORDER NO.	SIZE	STOCK	DESCRIPTION	BOX
OXF-S752150E	OXF-314	Letter	Manila	⅖ Cut, Right End	$11.83
OXF-S752150E	OXF-315	Letter	Manila	⅖ Cut, Right End	14.27
OXF-S752150C	OXF-320	Letter	Manila	⅖ Cut, Right Center	14.27
OXF-RR152150C	OXF-321	Letter	Kraft	⅖ Cut, Right Center	13.20

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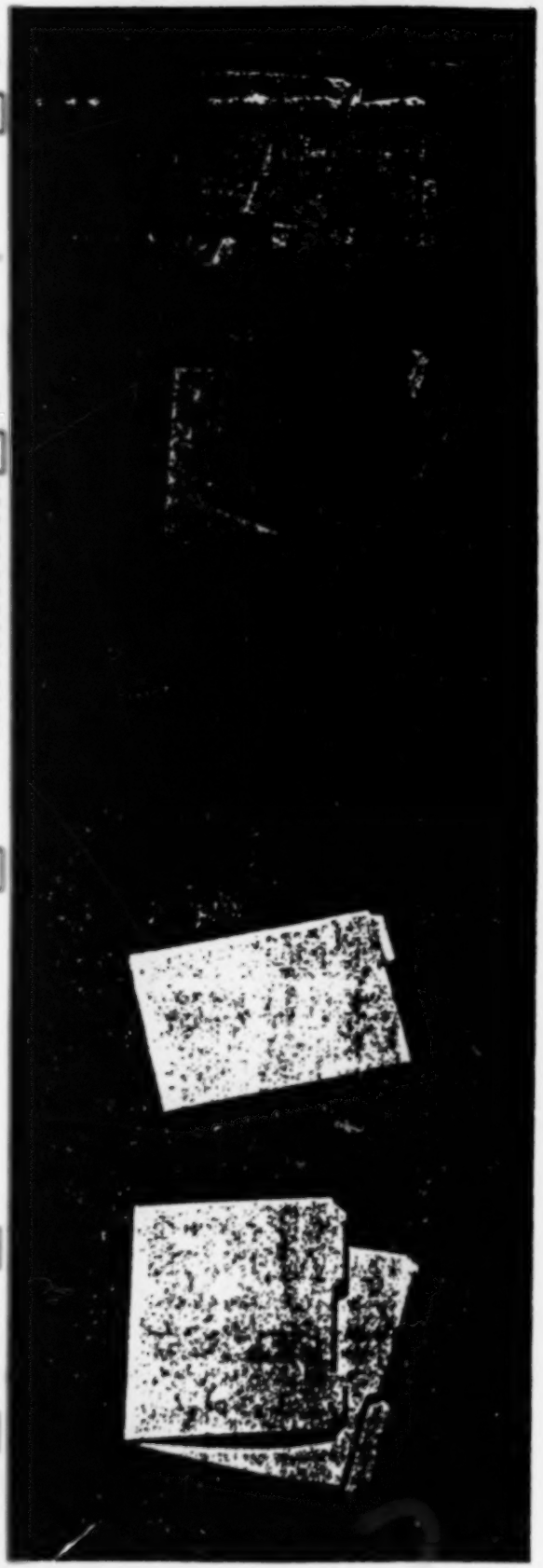

File Folder Labels

No. FF-3

No. RLL-5

No. R444

No. DR44

No. 5356

FILE FOLDER LABELS BY AVERY

Make labeling folders an easy task. Just run the self-addressed labels thru yr typewriter and in seconds you can color code and identify the folder. Available two convenient styles.

STOCK ORDER NO.	SPEEDIE ORDER NO.	SIZE	COLOR CODE	FORM	QTY	PRICE
AVY-FF-3	AVY-020	⅔" x 3 7/16"	Black	Sheet	248	$3.55 Bx
AVY-FF-3	AVY-025	⅔" x 3 7/16"	Coral	Sheet	248	3.55 Bx
AVY-FF-3	AVY-030	⅔" x 3 7/16"	Dk. Blue	Sheet	248	3.55 Bx
AVY-FF-3	AVY-035	⅔" x 3 7/16"	Dk. Red	Sheet	248	3.55 Bx
AVY-FF-3	AVY-040	⅔" x 3 7/16"	Green	Sheet	248	3.55 Bx
AVY-FF-3	AVY-045	⅔" x 3 7/16"	Lt. Blue	Sheet	248	3.55 Bx
AVY-FF-3	AVY-050	⅔" x 3 7/16"	Lavender	Sheet	248	3.55 Bx
AVY-FF-3	AVY-055	⅔" x 3 7/16"	Orange	Sheet	248	3.55 Bx
AVY-FF-3	AVY-060	⅔" x 3 7/16"	Purple	Sheet	248	3.55 Bx
AVY-FF-3	AVY-065	⅔" x 3 7/16"	Tan	Sheet	248	3.55 Bx
AVY-FF-3	AVY-070	⅔" x 3 7/16"	White	Sheet	248	3.55 Bx
AVY-FF-3	AVY-075	⅔" x 3 7/16"	Yellow	Sheet	248	3.55 Bx
AVY-RLL-5	AVY-270	15/16" x 3 7/16"	Dk. Blue	Roll	250	3.69 rl
AVY-RLL-5	AVY-275	15/16" x 3 7/16"	Dk. Red	Roll	250	3.69 rl
AVY-RLL-5	AVY-280	15/16" x 3 7/16"	White	Roll	250	3.69 rl
AVY-RLL-5	AVY-285	15/16" x 3 7/16"	Green	Roll	250	3.69 rl
AVY-RLL-5	AVY-290	15/16" x 3 7/16"	Purple	Roll	250	3.69 rl
AVY-RLL-5	AVY-295	15/16" x 3 7/16"	Orange	Roll	250	3.69 rl
AVY-RLL-5	AVY-300	15/16" x 3 7/16"	Lt. Blue	Roll	250	3.69 rl
AVY-RLL-5	AVY-305	15/16" x 3 7/16"	Lavendar	Roll	250	3.69 rl
AVY-RLL-5	AVY-310	15/16" x 3 7/16"	Coral	Roll	250	3.69 rl
AVY-RLL-5	AVY-315	15/16" x 3 7/16"	Yellow	Roll	250	3.69 rl
AVY-RLL-5	AVY-320	15/16" x 3 7/16"	Tan	Roll	250	3.69 rl
AVY-RLL-5	AVY-325	15/16" x 3 7/16"	Black	Roll	250	3.69 rl

ROL-LABELS BY OXFORD

Spaced for continuous typing, label size is 1⅛" high by 3⅜" wide, folded size ⅝" high. 3⅜" width fits third-cut or wider folder tabs. Each roll of 250 labels is individually packed in a self-dispensing box.

STOCK ORDER NO.	SPEEDIE ORDER NO.	COLOR	ROLL
OXF-R444	OXF-180	White	$1.68
OXF-R444	OXF-829	Buff	1.68
OXF-R444	OXF-830	Blue	1.68
OXF-R444	OXF-831	Salmon	1.68
OXF-R444	OXF-832	Cherry	1.68
OXF-R444	OXF-833	Green	1.68
OXF-R444	OXF-834	Canary	1.68
OXF-R444	OXF-835	Manila	1.68

DRI-LABELS BY OXFORD

Pressure-sensitive Oxford Dri-Labels adhere to folder tabs with just the touch of a finger. No moistening required. A roll of 250 labels in a self-dispensing box unwinds as you type neat 1-, 2-, or 3-line headings on smudge-resistant label stock. Label size ½"H x 3⅜" W.

STOCK ORDER NO.	SPEEDIE ORDER NO.	COLOR	ROLL
OXF-DR44	OXF-175	White	$3.91
OXF-DR44	OXF-821	Red	3.91
OXF-DR44	OXF-822	Orange	3.91
OXF-DR44	OXF-823	Yellow	3.91
OXF-DR44	OXF-824	Bright Green	3.91
OXF-DR44	OXF-825	Dk. Blue	3.91
OXF-DR44	OXF-826	Lt. Blue	3.91
OXF-DR44	OXF-820	Lt. Green	3.91
OXF-DR44	OXF-819	Lt. Yellow	3.91

ROLL ADDRESS LABELS BY AVERY

Roll form self adhesive address labels are very convenient to use, especially for larger addressing jobs.

STOCK ORDER NO.	SPEEDIE ORDER NO.	LABEL SIZE	LABELS PER ROLL	ROLLS PER CARTON	ROLL
AVY-5355	AVY-391	4" x 1 15/16"	200	12	$3.29
AVY-5356	AVY-369	3" x 15/16"	200	12	3.15

Prices subject to change without notice

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Pendaflex File Folders

PENDAFLEX® FOLDERS BY OXFORD®

Manufactured from durable moisture and scuff resistant stock. Hanger rods are bonded to folders and have coated tips to insure smooth gliding action on rails. 25 folders per box.

STOCK ORDER NO.	SPEEDIE ORDER NO.	SIZE	DESCRIPTION	BOX
OXF-4152	OXF-041	Letter	Straight Cut	$10.86
OXF-415213	OXF-045	Letter	⅓ Cut	14.02
OXF-415215	OXF-050	Letter	⅕ Cut	13.60
OXF-4153	OXF-051	Legal	Straight Cut	13.03
OXF-415313	OXF-055	Legal	⅓ Cut	16.19
OXF-415315	OXF-060	Legal	⅕ Cut	15.71
OXF-4158	OXF-061	X-Ray	St. Cut, 14" x 18"	35.19
OXF-4159	OXF-062	Data	St. Cut, 12" x 15⅛"	84.85
OXF-4159x2	OXF-063	Data	St. Cut, 2" Cap, 12" x 15⅛"	98.34
		BOX BOTTOM STYLE		
OXF-4152x2	OXF-410	Letter	St. Cut, 2" Cap	17.34
OXF-4152x3	OXF-415	Letter	St. Cut, 3" Cap	19.05
OXF-4152x4	OXF-420	Letter	St. Cut, 4" Cap	20.97
OXF-4153x2	OXF-425	Legal	St. Cut, 2" Cap	20.01
OXF-4153x3	OXF-430	Legal	St. Cut, 3" Cap	21.99
OXF-4153x4	OXF-435	Legal	St. Cut, 4" Cap	24.22

TWO-TONE COLORED PENDAFLEX® FOLDERS BY OXFORD®

Manufactured from same durable moisture and scuff resistant quality stock as Oxford's standard Pendaflex® folders. Available in five striking colors—red, yellow and blue, bright green and orange—they are ideal for identifying different records and different departments. Colored hanging folders are especially appropriate for use in open-form housings where decor is a consideration. Packed with tabs of matching color.

STOCK ORDER NO.	SPEEDIE ORDER NO.	SIZE	DESCRIPTION	BOX
OXF-415215	OXF-380	Letter	⅕ Cut, Blue	$14.55
OXF-415215	OXF-385	Letter	⅕ Cut, Red	14.55
OXF-415215	OXF-390	Letter	⅕ Cut, Yellow	14.55
OXF-415215	OXF-386	Letter	⅕ Cut, Bright Green	14.55
OXF-415215	OXF-387	Letter	⅕ Cut, Orange	14.55
OXF-415315	OXF-395	Legal	⅕ Cut, Blue	16.81
OXF-415315	OXF-400	Legal	⅕ Cut, Red	16.81
OXF-415315	OXF-405	Legal	⅕ Cut, Yellow	16.81
OXF-415315	OXF-406	Legal	⅕ Cut, Bright Green	16.81
OXF-415315	OXF-407	Legal	⅕ Cut, Orange	16.81

PENDAFLEX® INTERIOR FOLDERS BY OXFORD®

For use inside Pendaflex® folders. Designed so that tabbing on the Pendaflex® folder will not be obscured. Made from 9½ point Oxford manila. 9¾" high x 11⅝" wide. 100 per box.

STOCK ORDER NO.	SPEEDIE ORDER NO.	SIZE	DESCRIPTION	PER C
OXF-4210	OXF-440	Letter	Straight Cut	$11.45
OXF-421013	OXF-445	Letter	⅓ Cut, Assorted Positions	11.45
OXF-421015	OXF-450	Letter	⅕ Cut, Assorted Positions	11.45
OXF-435013	OXF-451	Legal	⅓ Cut, Assorted Positions	16.02

TWO-TONE COLORED PENDAFLEX® INTERIOR FOLDERS BY OXFORD®

For use with Pendaflex® hanging folders. Specifically designed to separate groups of papers inside a hanging folder or to transfer papers from file to desk. Pendaflex® interior folders are slightly shorter than regular file folders, 9¾" high so they won't obscure the hanging folder tab. 100 per box.

STOCK ORDER NO.	SPEEDIE ORDER NO.	SIZE	DESCRIPTION	PER C
OXF-421013	OXF-840	Letter	⅓ Cut, Blue	$13.35
OXF-421013	OXF-841	Letter	⅓ Cut, Red	13.35
OXF-421013	OXF-842	Letter	⅓ Cut, Yellow	13.35
OXF-421013	OXF-843	Letter	⅓ Cut, Bright Green	13.35
OXF-421013	OXF-844	Letter	⅓ Cut, Orange	13.35
OXF-435013	OXF-850	Legal	⅓ Cut, Blue	18.50
OXF-435013	OXF-851	Legal	⅓ Cut, Red	18.50
OXF-435013	OXF-852	Legal	⅓ Cut, Yellow	18.50
OXF-435013	OXF-853	Legal	⅓ Cut, Bright Green	18.50
OXF-435013	OXF-854	Legal	⅓ Cut, Orange	18.50

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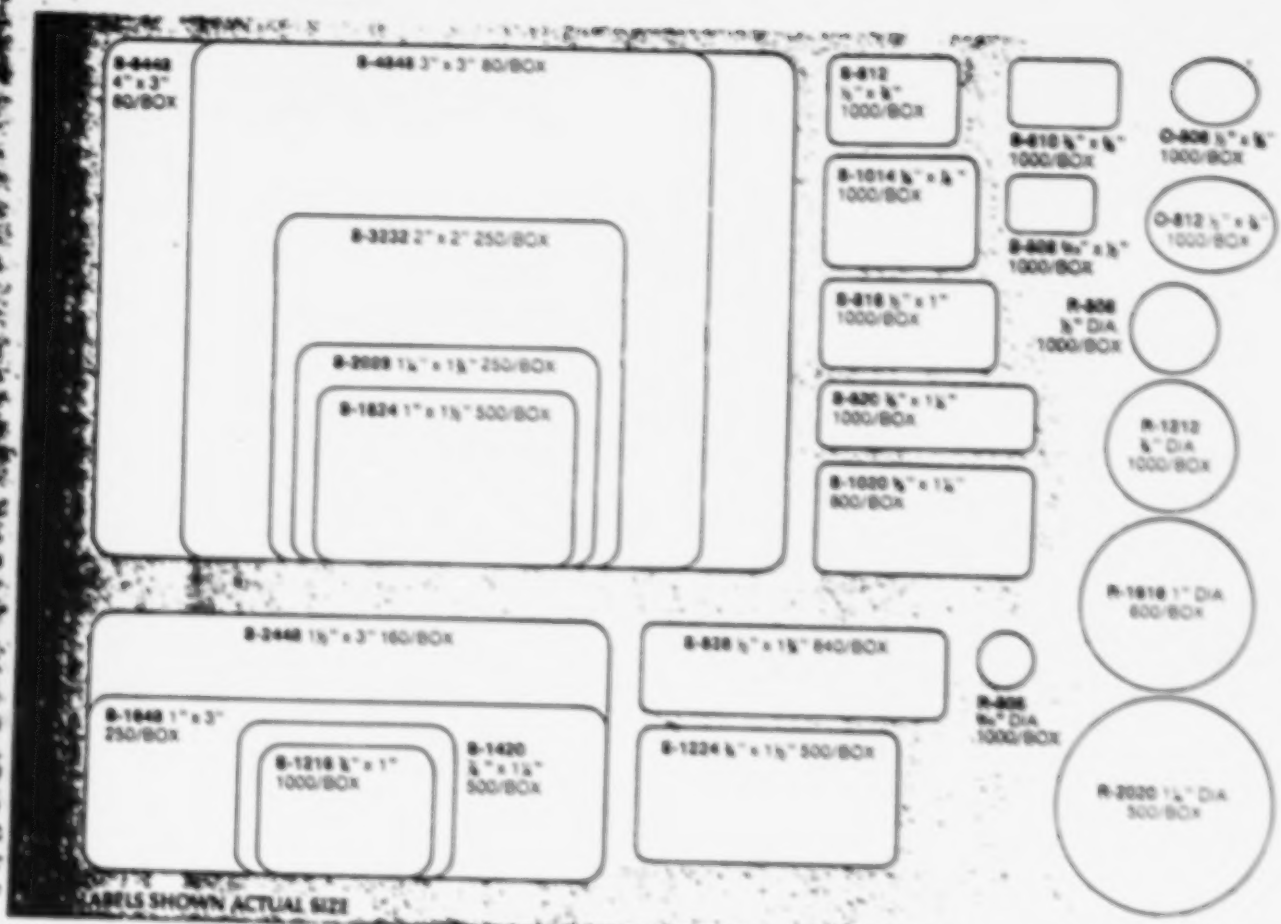
Avery Labels



SELF-ADHESIVE LABELS BY AVERY

Avery has every size and shape you need to identify, code, mark or price anything easily, neatly, quickly. From a small ⅝" diameter to an 8½" x 11" sheet. Color: White. Packed six boxes per carton.

STOCK ORDER NO.	SPEEDIE ORDER NO.	SIZE	QUANTITY PER BOX	BOX
AVY-O-806	AVY-635	½" x ⅞" Oval	1,000	$3.95
AVY-O-812	AVY-640	½" x ⅞" Oval	1,000	4.19
AVY-R-505	AVY-130	⅝" Diameter	1,000	3.55
AVY-R-808	AVY-135	¾" Diameter	1,000	3.55
AVY-R-1212	AVY-140	⅞" Diameter	1,000	4.49
AVY-R-1616	AVY-145	1" Diameter	600	4.65
AVY-R-2020	AVY-150	1¼" Diameter	500	5.15
AVY-S-508	AVY-155	⅝" x ½"	1,000	3.55
AVY-S-610	AVY-160	½" x ½"	1,000	4.15
AVY-S-630	AVY-165	½" x 1¼"	1,000	4.49
AVY-S-812	AVY-170	½" x ⅞"	1,000	3.85
AVY-S-816	AVY-175	½" x 1"	1,000	4.19
AVY-S-820	AVY-180	½" x 1⅛"	840	5.15
AVY-S-1014	AVY-185	⅞" x ½"	1,000	4.89
AVY-S-1030	AVY-190	⅞" x 1¼"	800	5.15
AVY-S-1216	AVY-195	⅞" x 1"	1,000	5.15
AVY-S-1224	AVY-200	⅞" x 1⅛"	500	3.95
AVY-S-1420	AVY-205	1" x 1½"	500	4.25
AVY-S-1624	AVY-210	1" x 1⅛"	500	4.15
AVY-S-1640	AVY-215	1" x 3"	250	3.89
AVY-S-2028	AVY-220	1¼" x 1⅛"	250	3.29
AVY-S-2448	AVY-225	1⅛" x 3"	160	4.05
AVY-S-3232	AVY-230	2" x 2"	250	5.29
AVY-S-4848	AVY-245	3" x 3"	80	4.15
*AVY-S-6424	AVY-250	4" x 1⅛"	160	5.05
*AVY-S-6432	AVY-235	4" x 2"	120	4.55
AVY-S-6448	AVY-255	4" x 3"	80	5.05
*AVY-S-6496	AVY-260	4" x 6"	40	4.99
*AVY-S-8048	AVY-240	5" x 3"	40	3.39

*Label Not Shown

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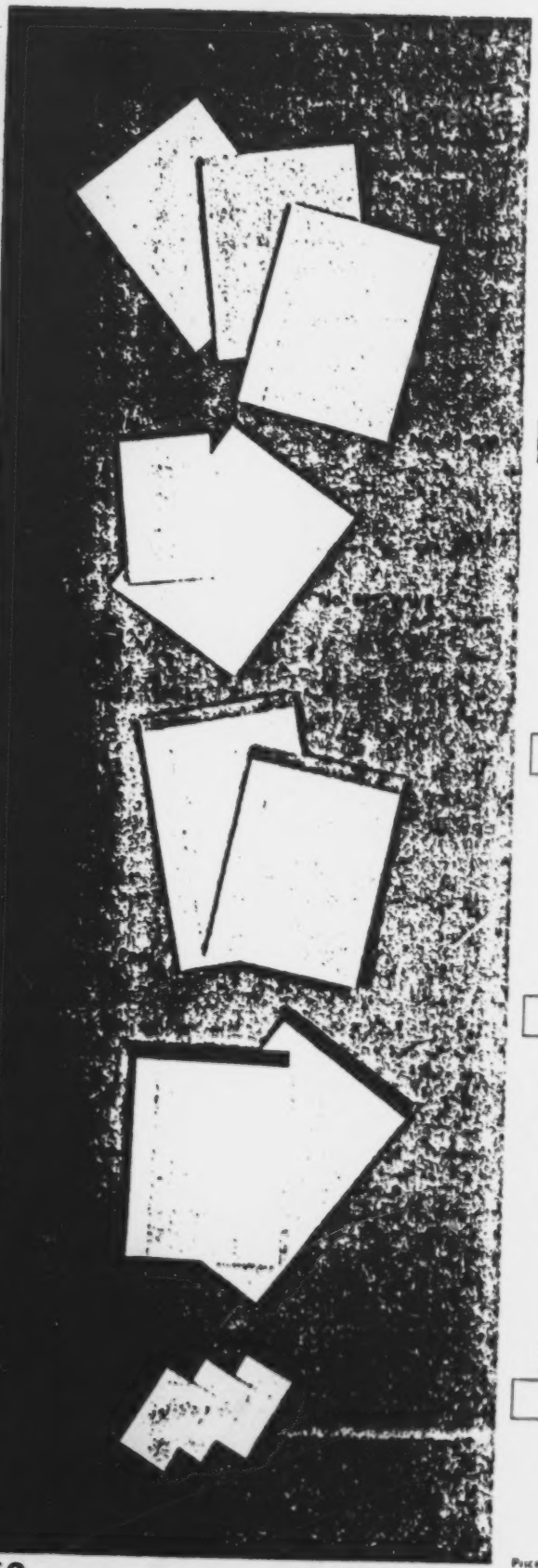
Pads



GLUE TOP PADS BY AMPAD

Sixteen substance paper. Padded at top, chipboard backs. Transparent wrapped. Twelve pads per package. Fifty sheets per pad.

STOCK ORDER NO.	SPEEDIE ORDER NO.	SIZE	COLOR	PAPER RULING	PER DOZEN
APP-21-112	APP-215	8½" x 11"	White	Wide	$12 12
APP-21-212	APP-216	8½" x 11"	Canary	Wide	12 12
APP-21-020	APP-220	8½" x 11"	Canary	Legal	15 60
APP-21-029	APP-225	8½" x 14"	Canary	Wide	20 52
APP-21-230	APP-226	8½" x 14"	Canary	Legal	15 96

ECONOMY OFFICE PADS BY TOWER-CROSSMAN

Glued top, chipboard back, 16 substance paper. Fifty sheets per pad. Twelve pads per package.

STOCK ORDER NO.	SPEEDIE ORDER NO.	SIZE	COLOR	PAPER RULING	PER DOZEN
TOW-58-RWM	TCC-304	5" x 8"	White	Legal	$ 7 04
TOW-58-CW	TCC-305	5" x 8"	Canary	Legal	7 04
TOW-811-WWR	TCC-306	8½" x 11"	White	Wide	10 77
TOW-811-WNR	TCC-307	8½" x 11"	White	Narrow	10 77
TOW-811-CWR	TCC-308	8½" x 11"	Canary	Wide	10 77
TOW-812-WWM	TCC-309	8" x 12½"	White	Wide Margin	12 35
TOW-812-CWM	TCC-310	8" x 12½"	Canary	Wide/Margin	12 35
TOW-814-CWM	TCC-299	8" x 14"	Canary	Legal	13 83

EVIDENCE LEGAL RULED PADS BY AMPAD

Sixteen substance. Wire stapled and perforated at top of pad with chipboard back. Fifty sheets per pad. Twelve pads per package.

STOCK ORDER NO.	SPEEDIE ORDER NO.	SIZE	COLOR	PAPER RULING	PER DOZEN
APP-20-320	APP-206	8½" x 11¾"	White	Legal	$14 52
APP-20-330	APP-207	8½" x 14"	White	Legal	16 20
APP-20-204	APP-199	5" x 8"	Canary	Legal	8 40
APP-20-220	APP-200	8½" x 11¾"	Canary	Legal	14 52
APP-20-230	APP-205	8½" x 14"	Canary	Legal	16 20

EFFICIENCY PERFORATED PADS BY AMPAD

Have ¾" perforated at top, wire stapled. Printed green binding, chipboard back. Sixteen substance paper. Transparent wrapped. Fifty sheets per pad. Twelve pads per package.

STOCK ORDER NO.	SPEEDIE ORDER NO.	SIZE	COLOR	PAPER RULING	PER DOZEN
APP-20-104	APP-030	5" x 8"	White	Legal	$ 9 24
APP-20-112	APP-035	8½" x 11¾"	White	Wide	20 16
APP-20-120	APP-040	8½" x 11¾"	White	Legal	20 16
APP-20-122	APP-045	8½" x 11¾"	White	Legal/Narrow	20 16
APP-20-130	APP-055	8½" x 14"	White	Legal	22 44
APP-20-134	APP-060	8½" x 14"	White	Legal/Narrow	22 44
APP-20-004	APP-065	5" x 8"	Canary	Legal	9 48
APP-20-012	APP-070	8½" x 11¾"	Canary	Wide	20 88
APP-20-020	APP-075	8½" x 11¾"	Canary	Legal	20 16
APP-20-022	APP-080	8½" x 11¾"	Canary	Legal/Narrow	20 88
APP-20-030	APP-090	8½" x 14"	Canary	Legal	22 44
APP-20-034	APP-100	8½" x 14"	Canary	Legal/Narrow	23 40

SCRATCH PADS BY TOWER-CROSSMAN

Sixteen substance paper. Clipboard back. White plain pads. Fifty sheets per pad. Twelve pads per package.

STOCK ORDER NO.	SPEEDIE ORDER NO.	SIZE	COLOR	PER DOZEN
TOW-35-P	TCC-300	3" x 5"	White	$2 03
TOW-46-P	TCC-301	4" x 6"	White	3 28
TOW-58-P	TCC-302	5" x 8"	White	5 30
TOW-811-WP	TCC-303	8½" x 11"	White	12 15

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EFFICIENCY CROSS SECTION PADS BY AMPAD

Ruled two sides with waterproof ink. Padded at top. Has 20 substance white paper. Forty sheets per pad. Ten pads per package.

STOCK ORDER NO.	SPEEDIE ORDER NO.	SIZE	SQUARES TO INCH	PER PAD
APP-22-020	APP-105	8½" x 11"	4" x 4"	$3.03
APP-22-022	APP-110	8½" x 11"	5" x 5"	3.03
APP-22-025	APP-115	8½" x 11"	8" x 8"	3.03
APP-22-026	APP-120	8½" x 11"	10" x 10"	3.03
APP-22-027	APP-125	8½" x 14"	8" x 8"	3.44
APP-22-028	APP-130	8½" x 14"	10" x 10"	3.44

EFFICIENCY QUADRILLE PADS BY AMPAD

Ruled two sides with waterproof ink. Padded at top. Has 20 substance white paper. Fifty sheets per pad. Ten pads per package.

STOCK ORDER NO.	SPEEDIE ORDER NO.	SIZE	SQUARES TO INCH	PER PAD
APP-22-000	APP-133	8½" x 11"	4" x 4"	$2.38
APP-22-002	APP-134	8½" x 11"	5" x 5"	2.38
APP-22-004	APP-135	8½" x 11"	6" x 6"	2.77
APP-22-005	APP-140	8½" x 11"	8" x 8"	2.77
APP-22-007	APP-150	8½" x 14"	4" x 4"	3.44
APP-22-008	APP-155	8½" x 14"	5" x 5"	3.44

EFFICIENCY QUADRILLE PADS BY TOWER-CROSSMAN

Ruled two sides, padded at top. Fifty sheets per pad. Ten pads per package. White paper.

STOCK ORDER NO.	SPEEDIE ORDER NO.	SIZE	SQUARES TO INCH	PER PAD
TOW-411	TCC-313	8½" x 11"	4" x 4"	$1.66
TOW-511	TCC-314	8½" x 11"	5" x 5"	1.66

COMPUTATION PADS BY DENNISON NATIONAL

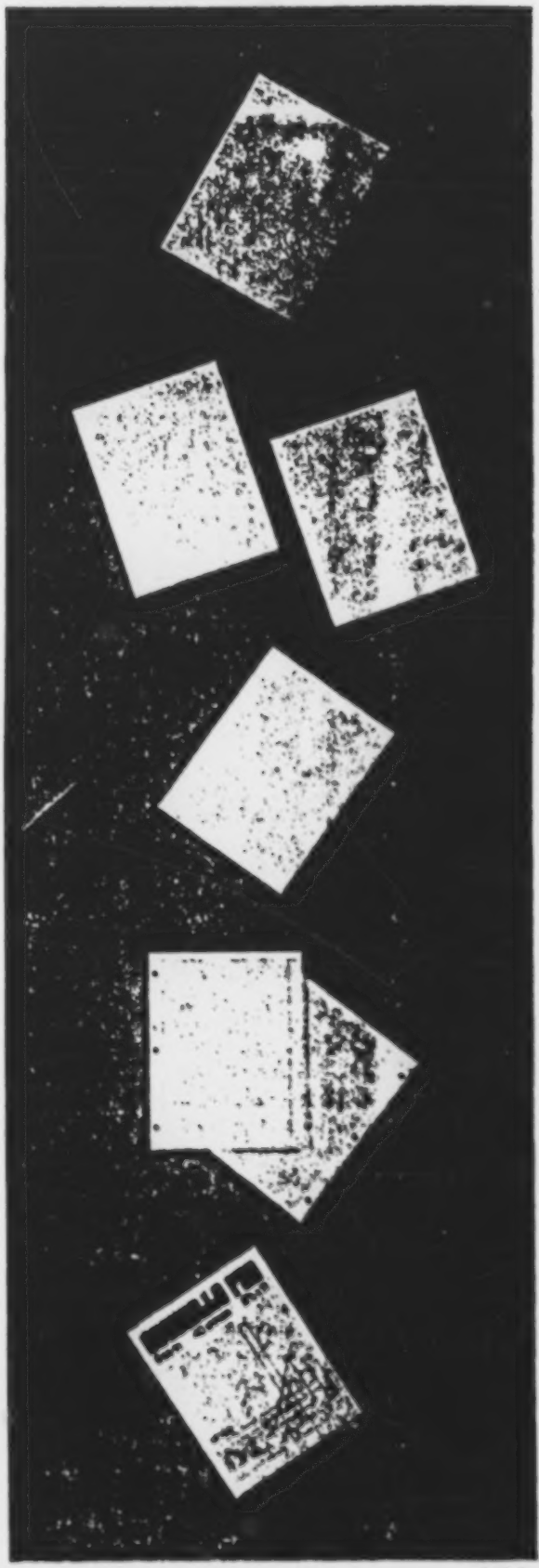
Litho Eye-Ease Paper, sub 16. Ruled five per square inch on one side, marginal ruling on other.

STOCK ORDER NO.	SPEEDIE ORDER NO.	SIZE	SHEET COUNT	PER PAD
NBB-42-381	NBB-2000	8½" x 11"	50	$1.70
NBB-42-382	NBB-2001	8½" x 11"	100	2.86
NBB-42-389	NBB-2002	8½" x 11"	200	5.50

QUADRILLE PADS BY DENNISON NATIONAL

Lithographed white paper sub 16. Forty sheets per pad.

STOCK ORDER NO.	SPEEDIE ORDER NO.	SHEET SIZE	RULING	PER PAD
NBB-42-484	NBB-2100	8½" x 11"	4 Squares/in.	$1.42
NBB-42-485	NBB-2101	8½" x 11"	5 Squares/in.	1.42
NBB-42-486	NBB-2102	8½" x 11"	6 Squares/in.	1.42
NBB-42-488	NBB-2103	8½" x 11"	8 Squares/in.	1.42
NBB-42-480	NBB-2104	8½" x 11"	10 Squares/in.	1.42



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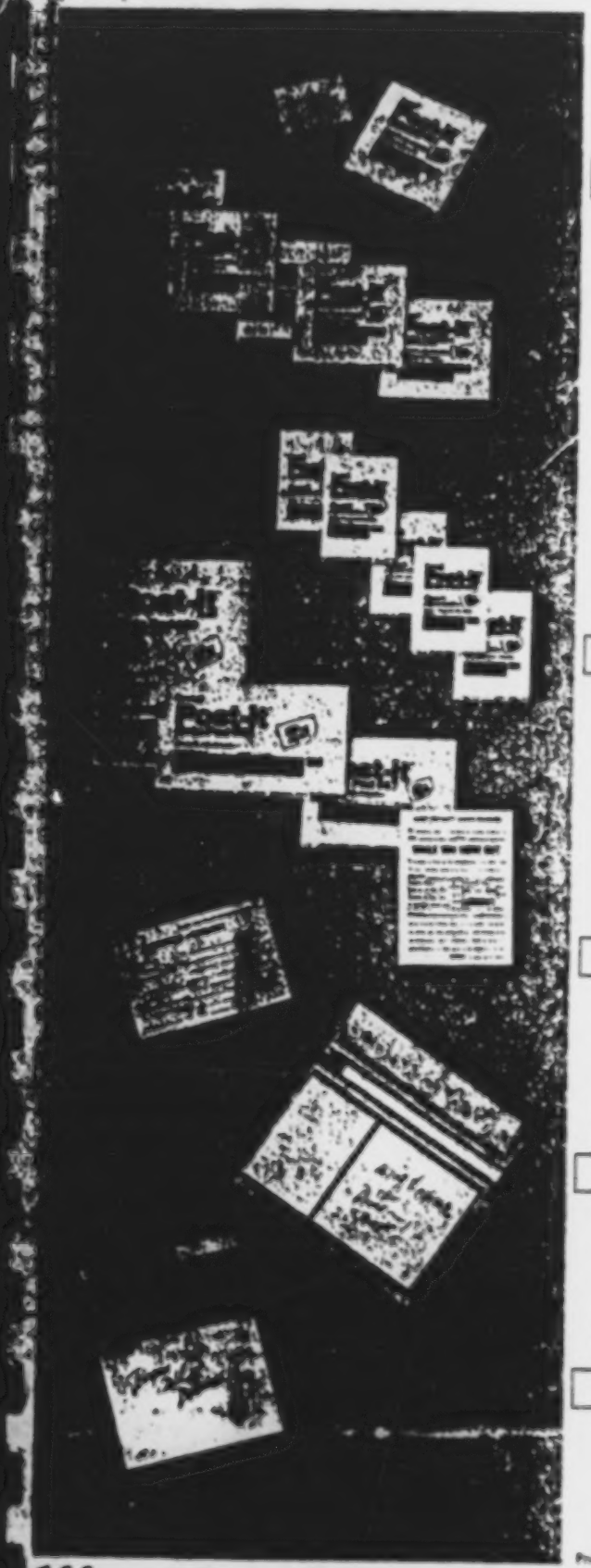
Message Pads



COLORED POST-IT® NOTES BY 3M

Introducing new colored Post-It® Notes from 3M. All the features of regular Post-It® Notes. Available in five colors.

STOCK ORDER NO.	SPEEDIE ORDER NO.	SIZE	COLOR	PACKED	PACKAGE
MM-656	MMM-656	2" x 3"	Blue	12 Pads	$8.76
MM-656	MMM-657	2" x 3"	Pink	12 Pads	8.76
MM-656	MMM-658	2" x 3"	White	12 Pads	8.76
MM-656	MMM-659	2" x 3"	Green	12 Pads	8.76
MM-656	MMM-660	2" x 3"	Yellow	12 Pads	8.76
MM-654	MMM-711	3" x 3"	Blue	12 Pads	11.76
MM-654	MMM-712	3" x 3"	Pink	12 Pads	11.76
MM-654	MMM-713	3" x 3"	White	12 Pads	11.76
MM-654	MMM-714	3" x 3"	Green	12 Pads	11.76
MM-654	MMM-710	3" x 3"	Yellow	12 Pads	11.76

POST-IT® NOTES BY 3M

Post-It® Notes from 3M. They look like ordinary note paper but are far more convenient. They have an exciting kind of adhesive on the back which allows them to be attached without staples or paper clips.
They'll stick to almost any surface. And they're designed to come unstuck when you want them to.
Post-It® notes are great for attaching messages to correspondence, routing slips, temporary labels and index tabs, correction notations on originals and many other uses. Post-It® Tape is ideal for blind copying, full column changes, copy machine blockout work and marginal notations on originals.

STOCK ORDER NO.	SPEEDIE ORDER NO.	SIZE	COLOR	PACKED	PACKAGE
MM-653	MMM-705	1½" x 2"	Canary	12 Pads	$5.20
MM-656	MMM-660	2" x 3"	Canary	12 Pads	8.76
MM-654	MMM-710	3" x 3"	Canary	12 Pads	11.76
MM-657	MMM-670	3" x 4"	Canary	12 Pads	13.92
MM-655	MMM-715	3" x 5"	Canary	12 Pads	15.48
MM-659	MMM-675	4" x 6"	Canary	12 Pads	24.00

POST-IT® TELEPHONE MESSAGE PADS BY 3M

New Post-It® telephone message pads provide a practical attention-getting way to attach messages to the telephone, typewriter, almost anywhere. Just fill in the pertinent information and stick the message to where it's sure to get noticed.

STOCK ORDER NO.	SPEEDIE ORDER NO.	COLOR	PACKED	PACKAGE
MM-7660	MMM-721	Canary	12 Pads	$8.44

POST-IT® ROUTING REQUEST PADS BY 3M

New Post-It® routing-request-pads offer an organized, professional way to circulate publications or inter-office documents. They secure to almost everything and lift off easily when you want them to.

STOCK ORDER NO.	SPEEDIE ORDER NO.	COLOR	PACKED	PACKAGE
MM-7664	MMM-722	Canary	12 Pads	$8.44

POST-IT® NOTE TRAY BY 3M

C-45 "Post-It® " note tray has a writing surface which pivots upward and snaps down to secure the pad(s) to the tray. C-44 has same features but holds 3" x 4" 657 "Post-It® " note pads. The attractive solid, weighted note tray won't slip for write-on ease.

STOCK ORDER NO.	SPEEDIE ORDER NO.	SIZE	COLOR	EACH
MM-C-45	MMM-750	3" x 5"	Black	$5.47
MM-C-45	MMM-751	3" x 5"	Putty	5.47
MM-C-44	MMM-760	3" x 4"	Black	4.69
MM-C-44	MMM-761	3" x 4"	Putty	4.69

Prices subject to change without notice

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POST-IT NOTE EXPRESSION SERIES BY 3M

Use for grocery lists, childrens' crafts and gifts or for quick reminders. Self-stick notes can be put virtually anywhere.

STOCK ORDER NO.	SPEEDIE ORDER NO.	SIZE	DESIGN	PACKED	PACKAGE
MM-218-1	MMM-690	2⅜" x 8"	Shopping	12	$1.67
MM-217-1	MMM-691	2⅜" x 4"	Clouds	12	1.67
MM-217-11	MMM-692	2⅜" x 4"	Quotes	12	1.67
MM-217-12	MMM-693	2⅜" x 4"	Note	12	1.67
MM-217-8	MMM-694	2⅜" x 4"	Heart	12	1.67

MEMOLAND® II BY HERLITZ

Durable smoke-colored desk organizer which consists of three plastic boxes filled with approximately 250 of 1) "While You Were Out," 2) Rainbow Colored and 3) "Things To Do" memo sheets.

STOCK ORDER NO.	SPEEDIE ORDER NO.	DESCRIPTION	SIZE	PRICE
SYSTEM				
HER-67664	HER-001	Memoland II System	11⅝" x 5⅝" x 1⅞"	$14.40 ea.
MEMOLAND BOX				
HER-67665	HER-002	Rainbow Memo	3⅝" x 4" x 1⅝"	4.10 ea.
HER-67657	HER-004	"While You Were Out"	3⅝" x 4" x 1⅝"	4.10 ea.
HER-67661	HER-006	"Things To Do"	3⅝" x 4" x 1⅝"	4.10 ea.
MEMOLAND REFILL SHEETS				
HER-67666	HER-003	Rainbow Memo	3⅛" x 3⅛"	1.89 pkg.
HER-67658	HER-005	"While You Were Out"	3⅛" x 3⅛"	1.89 pkg.
HER-67662	HER-007	"Things To Do"	3⅛" x 3⅛"	1.89 pkg.

COLOR STACK BOX BY HERLITZ

Smoke-colored plastic memo holder filled with approximately 700 loose sheets. Extra filler paper available. Padded color stack cube is also available with approximately 700 sheets.

STOCK ORDER NO.	SPEEDIE ORDER NO.	DESCRIPTION	PRICE
HER-67287	HER-051	Color Stack Box	$6.10 ea.
HER-67292	HER-052	Refill	3.00 pkg.

MEMO CUBES BY HERLITZ

Cubes of notepaper padded on one side with silk screen printing of various design. Individually wrapped. 3⅛" x 3⅛" x 2¾" cube. 500 sheets per cube.

STOCK ORDER NO.	SPEEDIE ORDER NO.	DESCRIPTION	EACH
HER-67170	HER-113	Scribbler	$4.10
HER-67178	HER-114	Scotties	4.10
HER-67181	HER-115	Penguins/Sun	4.10
HER-67184	HER-116	Strawberries	4.10

MEMO HOLDERS BY IDL

The IDL memo holder won't slide while writing. Made of shatterproof plastic. Complete with memo sheets.

STOCK ORDER NO.	SPEEDIE ORDER NO.	SIZE	COLOR	EACH
IDL-35352	IDL-045	3" x 5"	Black	$1.60
IDL-35351	IDL-050	3" x 5"	Putty	1.60
IDL-35356	IDL-055	3" x 5"	Walnut	1.60
IDL-35350	IDL-060	3" x 5"	Black/Walnut	1.80
IDL-35462	IDL-065	4" x 6"	Black	2.30
IDL-35461	IDL-075	4" x 6"	Putty	2.30
IDL-35460	IDL-080	4" x 6"	Black/Walnut	2.50
IDL-35582	IDL-085	5" x 8"	Black	3.00
IDL-35581	IDL-090	5" x 8"	Putty	3.00
IDL-35580	IDL-095	5" x 8"	Black/Walnut	3.40

MEMO SLIPS BY TOWER-CROSSMAN

Made from 16 lb. 100% sulphite bond. Ideal for pencil or pen written notes. Fits all standard size memo holders. 1,000 sheets per package.

STOCK ORDER NO.	SPEEDIE ORDER NO.	SIZE	PER M
TOW-35M	TCC-060	3" x 5"	$4.09
TOW-46M	TCC-063	4" x 6"	5.69
TOW-58M	TCC-070	5" x 8"	9.20

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Telephone Books and Files

UTILITY PHONE MEMO BOOK BY AIGNER

A wirebound duplicate carbonless message book with four messages per page. The original is white and the carbon yellow. A heavy cardboard interline prevents writing through the next page.

STOCK ORDER NO.	SPEEDIE ORDER NO.	SHEET COUNT	EACH
AIG-50-176	AIG-176	400	$7.50
AIG-50-376	AIG-177	200	4.40

WHILE-YOU-WERE OUT PADS BY AMPAD

Efficiency message pads are printed in clear, crisp graphics on quality paper. Duplicate books have canary and pink paper.

STOCK ORDER NO.	SPEEDIE ORDER NO.	TYPE	SIZE	NO. ON PAGE	COUNT	PRICE
APP-23-000	APP-160	While-You-Were-Out	4"x 5⅛"	Pink	60 Sheets	$4.80 dz
APP-23-020	APP-165	While-You-Were-Out	11"x 8½"	4	200 Sets	5.85 ea
APP-23-021	APP-175	While-You-Were-Out	11"x 8½"	4, NCR	200 Sets	7.94 ea
APP-23-028	APP-170	Service Call	8½"x 10¾"	6, NCR	300 Sets	7.21 ea
APP-23-029	APP-180	Service Call	8½"x 10¾"	6, NCR	300 Sets	11.10 ea

TELEPHONE-ADDRESS BOOK BY DENNISON NATIONAL

Has a stiff vinyl cover that is gold stamped. Includes 80 sheets of lithographed filler to accommodate 1760 names, 26 sheet A-Z mylar tab index.

STOCK ORDER NO.	SPEEDIE ORDER NO.	DESCRIPTION	PRICE
NBB-91-740	NBB-998	Asst. Loose Leaf Book	$7.40 ea
NBB-91-741	NBB-999	50 Sheets Refill Pkg	1.55 pkg

PETITE TELEPHONE LIST FINDERS BY ROLODEX

The only list finder that keeps names in absolute alphabetical order. Featuring a preprinted card, one side with name, telephone and address captions. The reverse side with birthday and anniversary captions plus area for special information.

STOCK ORDER NO.	SPEEDIE ORDER NO.	CARD SIZE	CARD NO.	CARD CAP.	NO. OF GUIDES	COLOR	PRICE
ROL-S-300	ROL-365	2¼" x 4"	S-30	125	7	Beige	$4.85 ea
ROL-S-300	ROL-370	2¼" x 4"	S-30	125	7	Black	4.85 ea
ROL-S-300	ROL-372	2¼" x 4"	S-30	125	7	Yellow	4.85 ea
ROL-S-310	ROL-375	2¼" x 4"	S-30	250	10	Beige	7.85 ea
ROL-S-310	ROL-380	2¼" x 4"	S-30	250	10	Black	7.85 ea
		WITH COVERS					
ROL-S-300C	ROL-697	2¼" x 4"	S-30	125	7	Black	8.90 ea
ROL-S-300C	ROL-698	2¼" x 4"	S-30	125	7	Beige	8.90 ea
ROL-S-310C	ROL-702	2¼" x 4"	S-30	250	10	Black	12.75 ea
ROL-S-310C	ROL-703	2¼" x 4"	S-30	250	10	Beige	12.75 ea
ROL-S-500C	ROL-706	2¼" x 4"	S-30	500	26	Black	22.75 ea
ROL-S-500C	ROL-707	2¼" x 4"	S-30	500	26	Beige	22.75 ea
		PETITE REFILL CARDS					
ROL-S-30	ROL-630	2¼" x 4" 50 Pack of Cards					2.15 set

ELF FILE BY ELDON

Just 4⅛" square, yet capable of holding up to 125 cards . . . the ELFIEldon Little File, Phone/Address File is designed to coordinate with any office or home decor. ELF Files feature a hinged, see-through smoke dust cover that raises the cards for easy viewing when opened, protects them when closed.

The 2¼" x 4" cards snap in or out . . . and are separated by tabbed, double-coated alphabetical index guides. Indexes include space for emergency and most-used phone numbers, too.

Type them or write them . . . those preprinted cards have space for anything you need to remember. Phone numbers, addresses, names, birthdays, anniversaries, Christmas card lists . . . and a great place to keep recipes.

STOCK ORDER NO.	SPEEDIE ORDER NO.	COLOR	EACH
ELD-2026-1*	ELD-575	Black	$7.49
ELD-2026-21*	ELD-585	Putty	7.49
ELD-2026-23*	ELD-595	Chocolate	7.49

*Use Rolodex C-24 Refills—See Page 173

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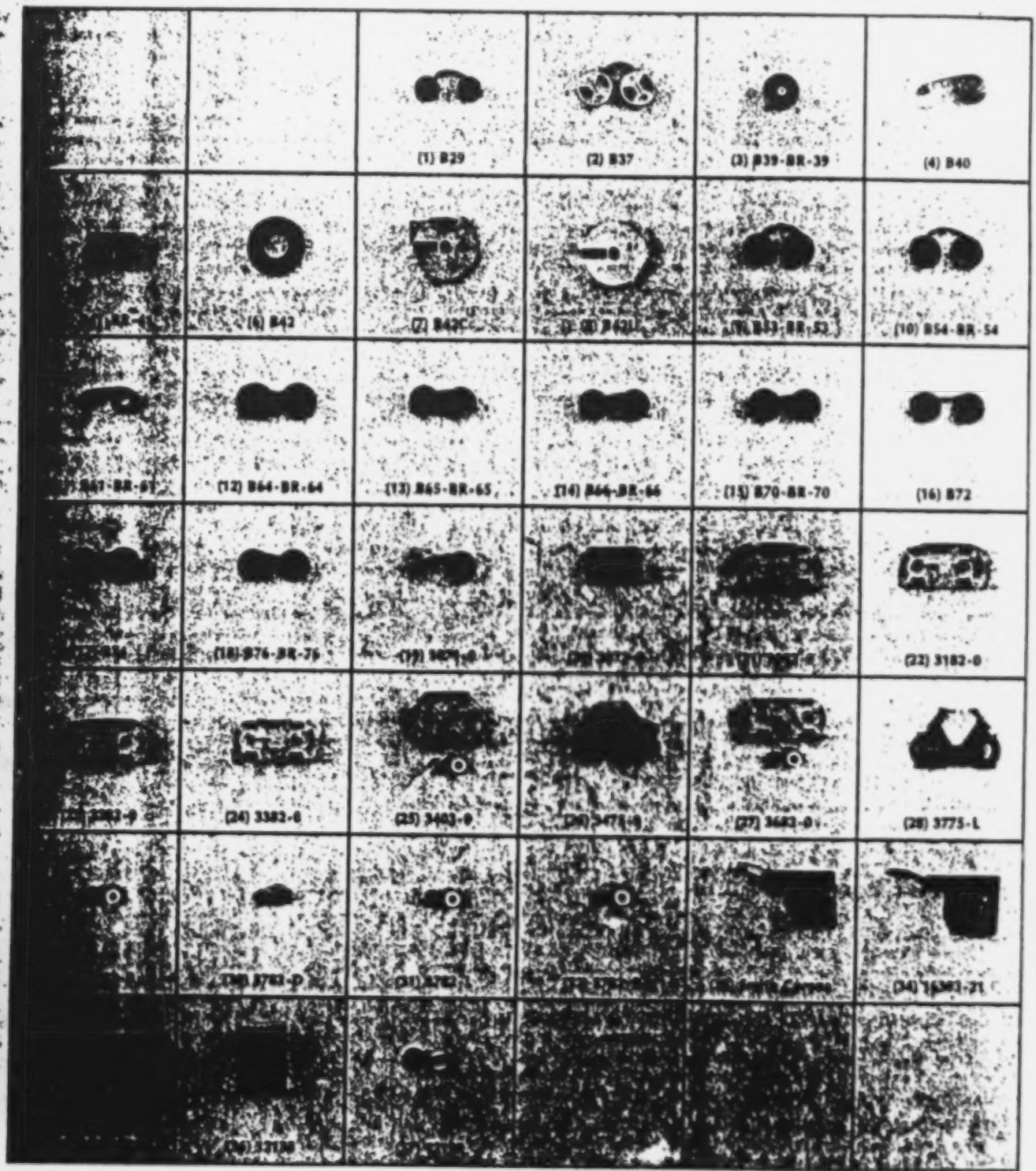
Typewriter Ribbons



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Typewriter Ribbons

"NU-KOTE" TYPEWRITER RIBBONS BY BURROUGHS

Made from long-wearing nylon and top quality inks. Twin metal spools allow quick and clean ribbon changes. Six ribbons per box.

SPOOL NO.	STOCK ORDER NO. BLACK	SPEEDIE ORDER NO. BLACK	STOCK ORDER NO.	SPEEDIE ORDER NO. BLACK/RED	SIZE	FOR MACHINE	EACH
1	BUR-B29	BUR-080	—	—	½" Nylon	Corona Corsair, Skywriter & Zephyr	$2.63
2	BUR-B37	BUR-095	BUR-BR37	BUR-290	⅝" Nylon	IBM Electromatic A & B	2.63
3	BUR-B39	BUR-100	BUR-BR39	BUR-295	⅝" Nylon	IBM Electromatic C & D	2.63
5	BUR-B41	BUR-110	BUR-BR41	BUR-296	⅝" Nylon	Selectric Model 72 Cartridge	4.07
9	BUR-B53	BUR-125	BUR-BR53	BUR-315	½" Nylon	Olivetti Standard, Electric & Portable	2.63
10	BUR-B54	BUR-130	BUR-BR54	BUR-320	½" Nylon	Olympia Standard, Electric & Portable	2.63
11	BUR-B61	BUR-140	BUR-BR61	BUR-335	½" Cotton	Remington Standard, Electric 17 & J	2.63
12	BUR-B64	BUR-150	BUR-BR64	BUR-345	½" Nylon	Royal Standard & Electric	2.63
13	BUR-B65	BUR-155	BUR-BR65	BUR-350	½" Nylon	Royal Portable	2.63
14	BUR-B66	BUR-156	BUR-BR66	BUR-355	⅝" Nylon	Royal Ultronic	2.63
15	BUR-B70	BUR-160	BUR-BR70	BUR-360	½" Nylon	SCM Standard & Electric (after 1963)	2.63
16	BUR-B72	BUR-170	—	—	½" Cotton	Teletype	2.63
17	BUR-B74	BUR-175	—	—	½" Nylon	Underwood 150FS (after 1958)	2.63
18	BUR-B76	BUR-180	BUR-BR76	BUR-375	½" Nylon	Underwood Standard & Portable (before 1964)	2.63

POLY FILM RIBBONS BY BURROUGHS

Packed six per box

SPOOL NO.	STOCK ORDER NO.	SPEEDIE ORDER NO.	FOR MACHINE	DOZEN
6	BUR-B42	BUR-111	Adler R.C. Allen	$17.65
6	BUR-B42	BUR-111	IBM Executive	17.65
4	BUR-B40	BUR-105	IBM Selectric 71	13.50
5	BUR-B41	BUR-106	IBM Selectric 72	31.60
6	BUR-B42	BUR-111	Olivetti	17.65
6	BUR-B42	BUR-111	Olympia	17.65
7	BUR-B42C	BUR-113	Remington	24.35
6	BUR-B42	BUR-111	Royal	17.65
8	BUR-B42U	BUR-116	Royal 441, 660, 662	24.35
6	BUR-B42	BUR-111	Underwood	17.65

KO-REC-TYPE FILM RIBBONS

For correcting and non-correcting IBM typewriters. Packed six per box.

SPOOL NO.	STOCK ORDER NO.	SPEEDIE ORDER NO.	COLOR CORE	EQUAL TO IBM NO.	IMPRESSIONS	DESCRIPTION	FOR USE IN IBM MACHINE	EACH
25	EAC-3403-O	EAC-180	Orange	1299508S	208,000	Correctable Film	Selectric III	$6.09
31	EAC-3782-L	EAC-135	Orange	1136433	—	Lift-Off Tape	Selectric III	3.21
22	EAC-3182-O	EAC-125	Pink	1136390S	120,000	Tech II	Selectric II	3.19
32	EAC-3782-P	EAC-140	Pink	—	—	Tech II Cover-up Tape	Selectric II	2.71
23	EAC-3282-O	EAC-130	Blue	1136315	500,000	Tech III, M/S	Selectric II	11.35
29	EAC-3782-B	EAC-145	Blue	—	—	Tech III Cover-up Tape	Selectric II	2.71
21	EAC-3082-O	EAC-120	Yellow	1136432	135,000	Correctable Film	Selectric II	3.25
24	EAC-3382-O	EAC-175	Orange	12990955	150,000	H/Y Correctable Film	Selectric II	3.25
31	EAC-3782-L	EAC-135	Orange	1136433	—	Lift-Off Tape	Selectric II	3.25
26	EAC-3475-O	EAC-185	Orange	12993005	210,000	"Piggy-back"	50,60,65,75,85	7.15
28	EAC-3775-L	EAC-190	Orange	1299325S	—	"Piggy-back" Lift-Off	50,60,65,75,85	6.87
19	EAC-3071-O	EAC-195	Yellow	—	47,000	Lift-Off Formula	Selectric 71	2.50
20	EAC-3072-O	EAC-200	Yellow	—	18,000	Lift-Off Formula	Selectric 72	3.33
27	EAC-3682-O	EAC-150	Orange	—	—	Correctable Kit (Ribbon, Tape, Tabs)		3.30
30	EAC-3782-D	EAC-210	Orange	—	—	Lift-Off Tape		2.25

RIBBON CARTRIDGES BY SMITH-CORONA

Packed six per box

SPOOL NO.	STOCK ORDER NO.	SPEEDIE ORDER NO.	DESCRIPTION	EACH
33	SCM-17616-07	SCM-005	Re-Rite Correction Film	$3.95
33	SCM-17657-11	SCM-010	Black Fabric	4.50
33	SCM-17558-02	SCM-015	Black Film	3.95
33	SCM-17582-04	SCM-020	Blue Film	4.25
33	SCM-17608-06	SCM-025	Brown Film	4.25
33	SCM-17590-03	SCM-030	Green Film	4.25
33	SCM-17574-03	SCM-035	Red Film	4.25
34	SCM-17566-01	SCM-040	Black Film Duo-Pack	6.95
35	SCM-16303-21	SCM-045	Lift-Rite Dual Pack - Cartridge	8.25
36	SCM-16311-22	SCM-050	Lift-Rite Combo Pack	8.25
37	SCM-12138	SCM-055	Lift-Rite Dual Cassette Ribbon	8.25
	SCM-12120	SCM-060	Lift-off Tape	4.75

NOTE: If you do not see your machine listed, please give us a call, chances are that we do have a ribbon to fit your machine.

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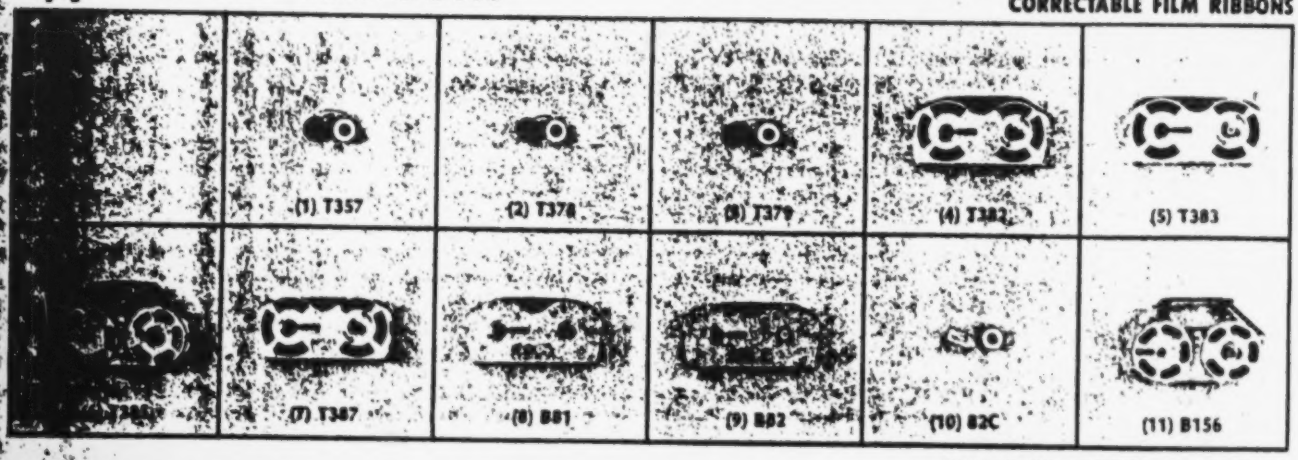
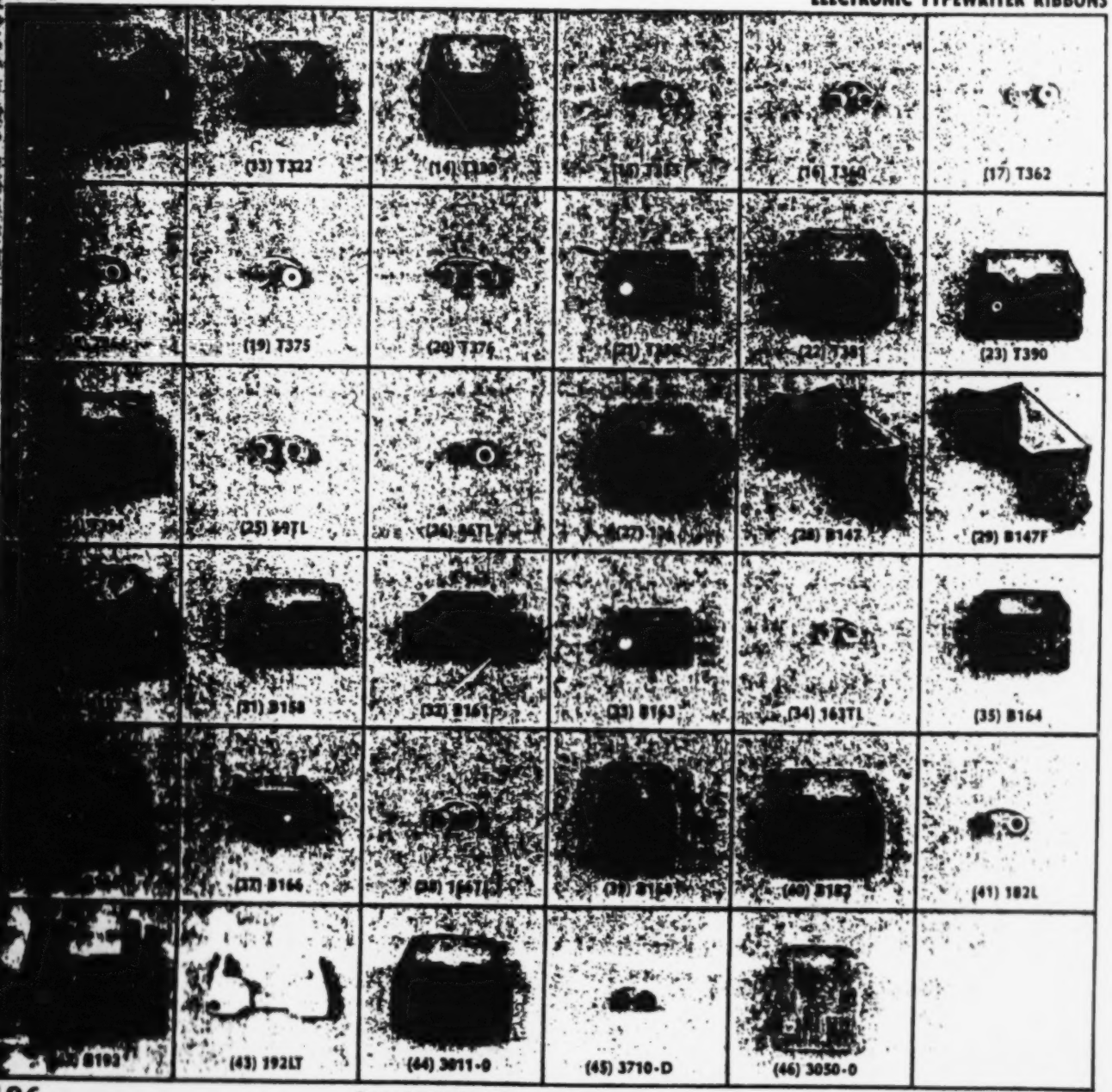
Typewriter Ribbons

CORRECTABLE FILM RIBBONS



ELECTRONIC TYPEWRITER RIBBONS



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CORRECTABLE FILM RIBBONS BY GENERAL RIBBON

SPOOL NO.	STOCK ORDER NO.	SPEEDIE ORDER NO.	COLOR CODE	DESCRIPTION	FOR USE IN:	PACKED	EACH
4	GEN-T382	GEN-310	Pink	⅜" x 405'	Remington SR101	6	$3.75
2	GEN-T378	GEN-311	Pink	Cover Up Tape	Remington SR101	6	3.25
5	GEN-T383	GEN-312	Blue	⅜" x 290'	Remington SR101	6	9.95
3	GEN-T379	GEN-313	Blue	Cover Up Tape	Remington SR101	6	3.25
7	GEN-T387	GEN-306	Orange	⅜" x 510'	Selectric II & III	6	4.25
1	GEN-T357	GEN-307	Orange	Lift Off Tape	Selectric II & III	6	3.25
6	GEN-T385	GEN-314	Orange	⅜" x 650'	Selectric III	6	6.25
1	GEN-T357	GEN-315	Orange	Lift Off Tape	Selectric III	6	3.25
4	GEN-T382	GEN-310	Pink	⅜" x 450'	Selectric II	6	3.75
2	GEN-T378	GEN-311	Pink	Cover Up Tape	Selectric II	6	3.25
5	GEN-T383	GEN-312	Blue	⅜" x 290'	Selectric II	6	9.95
3	GEN-T379	GEN-313	Blue	Cover Up Tape	Selectric II	6	3.25
4	GEN-T382	GEN-310	Pink	⅜" x 405'	223 & 225 Silver Reed	6	3.75
2	GEN-T378	GEN-311	Pink	Cover Up Tape	223 & 225 Silver Reed	6	3.25

CORRECTABLE FILM RIBBONS BY BURROUGHS

SPOOL NO.	STOCK ORDER NO.	SPEEDIE ORDER NO.	COLOR CODE	DESCRIPTION	FOR USE IN:	PACKED	EACH
8	BUR-B81	BUR-201	Pink	One Time Ribbon	Selectric II	6	$3.28
9	BUR-B82	BUR-205	Blue	M/S Ribbon	Selectric II, Tech III	2	10.51
10	BUR-82C	BUR-396	Blue	Cover Up Tape	Selectric II, Tech III	6	3.21
11	BUR-B156	BUR-206	Orange	Film	Selectric III (Bicycle)	1	4.32

ELECTRONIC TYPEWRITER RIBBONS BY GENERAL RIBBON

SPOOL NO.	STOCK ORDER NO.	SPEEDIE ORDER NO.	COLOR CODE	DESCRIPTION	FOR USE IN:	PACKED	EACH
13	GEN-T322	GEN-316	Yellow	½" x 350'	Adler	6	$4.50
19	GEN-T375	GEN-301	Yellow	Lift Off Tape	Adler	6	2.75
12	GEN-T320	GEN-300	Yellow	⅝" x 950'	Adler 1010, 1030	6	5.45
19	GEN-T375	GEN-301	Yellow	Lift Off Tape	Adler 1010, 1030	6	2.75
14	GEN-T330	GEN-319	Orange	⅝" x 800'	Brothers Computronic II	6	5.99
15	GEN-T355	GEN-320	Orange	Lift Off Tape	Brothers Computronic II	5	2.75
14	GEN-T330	GEN-319	Orange	⅝" x 800'	EM 100/200	6	5.99
15	GEN-T355	GEN-320	Orange	Lift Off Tape	EM 100/200	6	2.75
22	GEN-T381	GEN-304	Yellow	⅝" x 800'	Lexikon 90	6	4.95
20	GEN-T376	GEN-305	Yellow	Lift Off Tape	Lexikon 90	6	2.75
21	GEN-T380	GEN-302	Yellow	½" x 200'	Olivetti Praxis 30/35/40/450	6	4.85
16	GEN-T360	GEN-303	Yellow	Lift Off Tape	Olivetti Praxis 30/35/40/450	6	2.75
22	GEN-T381	GEN-304	Yellow	⅝" x 800'	Olivetti ET	6	4.95
20	GEN-T376	GEN-305	Yellow	Lift Off Tape	Olivetti ET	6	2.75
23	GEN-T390	GEN-317	Yellow	½" x 425'	Olympia ES 100,101,110	6	4.25
17	GEN-T362	GEN-318	Yellow	Lift Off Tape	Olympia ES 100,101,110	6	2.75
23	GEN-T390	GEN-317	Yellow	½" x 425'	Remington	6	4.25
17	GEN-T362	GEN-318	Yellow	Lift Off Tape	Remington	6	2.75
12	GEN-T320	GEN-300	Yellow	⅝" x 950'	Royal 5010,5030	6	5.45
19	GEN-T375	GEN-301	Yellow	Lift Off Tape	Royal 5010,5030	6	2.75
13	GEN-T322	GEN-316	Yellow	½" x 350'	Royal Satellite II	2	4.50
19	GEN-T375	GEN-301	Yellow	Lift Off Tape	Royal Satellite II	6	2.75
22	GEN-T381	GEN-304	Yellow	⅝" x 800'	Silver Reed EX55,EX77	6	4.95
20	GEN-T376	GEN-305	Yellow	Lift Off Tape	Silver Reed EX55,EX77	6	2.75
24	GEN-T394	GEN-308	Orange	⅞" x 935'	Xerox Memorywriter	6	4.65
18	GEN-T364	GEN-309	Orange	Lift Off Tape	Xerox Memorywriter	6	1.59

ELECTRONIC TYPEWRITER RIBBONS BY BURROUGHS

SPOOL NO.	STOCK ORDER NO.	SPEEDIE ORDER NO.	COLOR CODE	DESCRIPTION	FOR USE IN:	PACKED	EACH
30	BUR-B155	BUR-514	Orange	⅝" x 800'	Adler 1010,1030	6	$4.96
26	BUR-86TL	BUR-515	Orange	Lift Off Tape	Adler 1010,1030	6	2.29
35	BUR-B164	BUR-516	Orange	½" x 425'	Brothers 7800	6	4.92
36	BUR-B165	BUR-517	Orange	⅞"	Brothers EM200	6	3.96
39	BUR-B168	BUR-518	Orange	⅞" x 705'	Canon AP200	6	4.28
28	BUR-B147	BUR-207		Polymer	IBM Displaywriter	6	11.22
29	BUR-B147F	BUR-208		Reusable	IBM Displaywriter	6	10.00
42	BUR-B192	BUR-529		⅝" x 1390'	IBM Wheelwriter	6	6.04
43	BUR-192L	BUR-530		Lift Off Tape	IBM Wheelwriter	6	3.96
33	BUR-B163	BUR-519	Yellow	½" x 200'	Olivetti Praxis 30,35,40,45	6	3.83
34	BUR-163TL	BUR-520	Yellow	Lift Off Tape	Olivetti Praxis 30,35,40,45	6	2.00
27	BUR-B136	BUR-521	Yellow	⅞" x 875'	Olivetti ET Series	6	4.15
25	BUR-69TL	BUR-522	Yellow	Lift Off Tape	Olivetti ET Series	6	1.92
31	BUR-B158	BUR-523	Orange	⅜" x 425'	Olympia ES100	6	3.58
30	BUR-B155	BUR-514	Orange	⅝" x 800'	Royal 5010,5030	6	4.96
26	BUR-86TL	BUR-515	Orange	Lift Off Tape	Royal 5010,5030	6	2.29
32	BUR-B161	BUR-524	Orange	650 x 510'	Sierra Juki 3500	6	4.71
37	BUR-B166	BUR-525	Yellow	⅞" x 322'	Silver Reed EX 42/44	6	3.46
38	BUR-166TL	BUR-526	Yellow	Lift Off Tape	Silver Reed EX 42/44	6	2.04
27	BUR-B136	BUR-521		⅞" x 875'	3M 200-400	6	4.15
25	BUR-69TL	BUR-522	Yellow	Lift Off Tape	3M 200-400	6	1.92
40	BUR-B182	BUR-527		⅞"	Big Boy Xerox Memorywriter	6	3.83
41	BUR-182L	BUR-528		Lift Off Tape	Big Boy Xerox Memorywriter	6	1.21

ELECTRONIC RIBBONS BY KO-REC-TYPE®

SPOOL NO.	STOCK ORDER NO.	SPEEDIE ORDER NO.	COLOR CODE	DESCRIPTION	FOR USE IN:	PACKED	EACH
44	EAC-3011-0	EAC-210	Orange	½"	Xerox 610,615,620 Memorywriter	6	$3.79
45	EAC-3710-D	EAC-215	Orange	Lift Off Tape	Xerox 610,615,620 Memorywriter	6	1.22
46	EAC-3050-0	EAC-205	Orange		Canan AP 200-500	6	4.67

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Typing Correction Supplies

LIQUID PAPER

on-flammable, non-toxic liquid paper correction fluid comes in a non-spill bottle lets you correct in or out of the typewriter. 0.6 oz. bottle.

STOCK ORDER NO.	SPEEDIE ORDER NO.	COLOR	EACH
LIQ-564	LIQ-005	White	$1.39
LIQ-566	LIQ-015	Ledger Buff	1.49
LIQ-567	LIQ-020	Ledger Green	1.49
LIQ-568	LIQ-025	Canary	1.49
LIQ-569	LIQ-030	Pink	1.49
LIQ-570	LIQ-035	Blue	1.49
LIQ-571	LIQ-040	Green	1.49
LIQ-572	LIQ-045	Goldenrod	1.49
LIQ-573	LIQ-046	Ivory	1.49
LIQ-565	LIQ-010	Thinner (for all above)	.75

PEN & INK CORRECTION FLUID BY LIQUID PAPER

te solvent base. Designed exclusively to make corrections over pen & ink writing. s quickly to an opaque white. Spillproof bottle. 0.6 oz. bottle.

STOCK ORDER NO.	SPEEDIE ORDER NO.	COLOR	EACH
LIQ-747	LIQ-070	White	$1.49

JUST FOR COPIES BY LIQUID PAPER

erbase opaquing fluid corrects photocopies. Won't smear copier toner. Goes on noothly. Dries quickly. Requires no thinner. Spill-proof bottle, non-toxic. 0.6 oz. ottle.

STOCK ORDER NO.	SPEEDIE ORDER NO.	COLOR	EACH
LIQ-710	LIQ-055	White	$1.49

MISTAKE OUT BY LIQUID PAPER

fast-dry waterbase formula is ideal for correcting typed errors made with heavy d fabric and carbon film ribbons. Also corrects handwritten errors made with nanent ink ballpoint and felt-tip pens. 0.6 oz. bottle.

STOCK ORDER NO.	SPEEDIE ORDER NO.	COLOR	EACH
LIQ-575	LIQ-050	White	$1.39

NATURAL-DRY CORRECTION FLUID BY WITE OUT

bines washability and improved drying time into one non-toxic product. Works ally well on originals, Xerox® copies, and graphics. Will not smear photo copies. n toxic. 0.6 oz. bottle.

STOCK ORDER NO.	SPEEDIE ORDER NO.	EACH
WO-1W	WO-005	$1.39

CORRECTION PEN BY PENTEL

irit based, quick drying correction pen is well suited for correcting water-based s. Dries quickly and gives good coverage. 0.6 oz. bottle.

STOCK ORDER NO.	SPEEDIE ORDER NO.	EACH
PEN-ZL1-W	PEN-405	$1.98

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Correction Tape & Dictation Cassettes

CORRECTION STRIPS BY AVERY

Corrections can be typed directly on the correction strips and positioned on pag Covers up errors. Typewriter spaced repositionable. Removable adhesive in new tap dispenser.

STOCK ORDER NO.	SPEEDIE ORDER NO.	SIZE	LINES	STRIPS PER BOX	EACH
AVY-5108	AVY-016	⅛" x 7"	1	110	$2 99
AVY-5109	AVY-017	¼" x 7"	2	70	2 99
AVY-5110	AVY-018	½" x 7"	5	30	2 99

CORRECTION TAPE BY AVERY

Permanent adhesive. Measure out tape, apply over mistake and retype.

STOCK ORDER NO.	SPEEDIE ORDER NO.	SIZE	BOXES PER CARTON	ROLL
AVY-CR-16	AVY-005	⅛" x 600"	5	$1 65
AVY-CR-26	AVY-010	¼" x 600"	3	2 25
AVY-CR-56	AVY-015	½" x 600"	2	3 49

POST-IT™ COVER UP TAPE BY 3M

A removable tape for copy blackout and type correction work in a dispenser. Post-It tape is ideal for blind copying line changes, full column changes, copy machine blackout work, etc.

STOCK ORDER NO.	SPEEDIE ORDER NO.	SIZE	ROLL
MM-651	MMM-651	⅛"w (1 line)	$1 59
MM-652	MMM-652	⅓"w (2 lines)	2 15
MM-658	MMM-720	1" x 700"	3 10

DICTATION CASSETTES BY DATA PACKAGING

The Dictation Cassette is designed for use in all standard office dictating machines. Compatible with all cassette tape recorders. The Dictation Cassette, a "leaderless" cassette, has an oxide coated leader to allow instant recording capability, from beginning to end of tape.

The Microcassette is designed for use in all capstan-drive equipment, such as, Olympus Panasonic, Sony, Lanier, etc.

The Minicassette is designed for use in all mini-drive equipment, such as, Phillips Norelco, G.E., Realistic, etc.

STOCK ORDER NO.	SPEEDIE ORDER NO.	TYPE	TIME	PACKED	EACH
DAP-80100	DAP-100	Standard	30 Minute	10	$1 75
DAP-80200	DAP-102	Standard	60 Minute	10	2 10
DAP-80300	DAP-103	Standard	90 Minute	10	2 60
DAP-80400	DAP-104	Standard	120 Minute	10	3 20
DAP-86000	DAP-106	Mini	30 Minute	6	3 95
DAP-85000	DAP-108	Micro	60 Minute	6	3 95

CASSETTE LABELS BY AVERY

Self-adhesive labels in sizes to fit on the sides of both standard and mini cassettes and on the back edge of standard cassette boxes. Easy to use, removable.

STOCK ORDER NO.	SPEEDIE ORDER NO.	DESCRIPTION/SIZE	QTY. PER PKG	PKG
AVY-5250	AVY-873	Standard Cassette Size 3⅜" x 1⅛"	100	$3 99
AVY-5255	AVY-875	Standard Box Size 9/16" x 4"	248	3 99
AVY-5270	AVY-876	Standard Title Size ⅜" x 3⅜"	245	3 99
		COLOR CODING LABELS Size ¼" x ⅞"		
AVY-TD5780	AVY-615	Red	125	1 45
AVY-TD5781	AVY-620	Green	125	1 45
AVY-TD5782	AVY-625	Yellow	125	1 45
AVY-TD5783	AVY-630	Blue	125	1 45
AVY-TD5785	AVY-830	Orange	125	1 45

CASSETTE LABELS BY DENNISON

Cassette labels give you information instantly as to what is recorded on your cassette. Self-adhesive, easy-to-use labels for standard or mini cassettes. You can mark the side or spine of your cassettes.

STOCK ORDER NO.	SPEEDIE ORDER NO.	DESCRIPTION/SIZE	QTY. PER BOX	BOX
DEN-44961	DEN-961	Standard - Spine Size 3½" x 1⅜"	100	$3 99
DEN-44962	DEN-962	Mini - Side Size 2⅜" x 1⅛"	200	3 75
DEN-44964	DEN-964	Standard - Spine Size 2¾" x 1¼"	450	3 75

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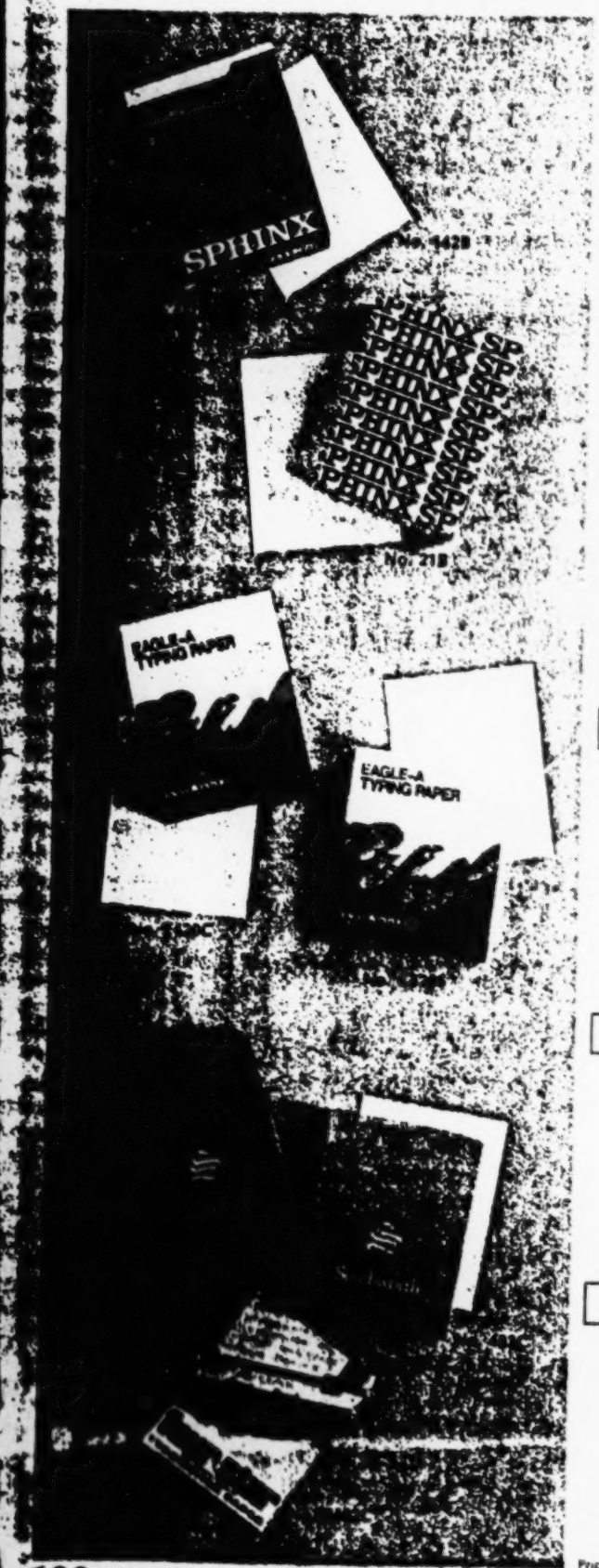
Business Papers



ESQUIRE BOND PAPER BY SAXON

Truly a classic sheet. Has 25% cotton fiber content that supports erasures very well. Its cockle finish gives it the feel and look of luxury. 500 sheets per ream.

STOCK ORDER NO.	SPEEDIE ORDER NO.	SUB WEIGHT	SIZE	REAM
SAX-142B	SAX-265	20 lb	8½" x 11"	$15.70

PARK LANE BOND BY SAXON

100% sulphite bond with the look and feel of papers costing much more. Ideal for general correspondence. Bright white color. 500 sheets per ream.

STOCK ORDER NO.	SPEEDIE ORDER NO.	SUB WEIGHT	SIZE	REAM
SAX-21B	SAX-250	20 lb	8½" x 11"	$7.71
SAX-21G	SAX-255	20 lb	8½" x 14"	10.42

EAGLE-A ACCEPTANCE BOND BY FOX RIVER

50% cotton fiber. Radiant white. 500 sheets per ream.

STOCK ORDER NO.	SPEEDIE ORDER NO.	SUB WEIGHT	SIZE	REAM
SAX-E420C	SAX-014	20 lb.	8½" x 11"	$17.75

EAGLE-A QUALITY BOND BY FOX RIVER

In an improvement shade of white, Eagle-A Quality Bond is the ideal paper for modern business use. Eagle-A Quality bond, a genuine watermarked No. 1 Sulphite, has excellent printability. Its smooth surface and strength offers maximum trouble free performance combined with crisp, attractive appearance. Smooth finish. 500 sheets per ream.

STOCK ORDER NO.	SPEEDIE ORDER NO.	SUB WEIGHT	SIZE	REAM
SAX-X420S	SAX-021	20 lb.	8½" x 11"	$13.55

FOUR STAR BOND BY SOUTHWORTH

Excellent for letterheads and uses where an attractive sheet is necessary. 25% cotton fiber content.

STOCK ORDER NO.	SPEEDIE ORDER NO.	SUB WEIGHT	SIZE	SHEETS BOX	PRICE
SPA-402C	SPA-001	16 lb.	8½" x 11"	500	$12.85 rm
SPA-P402C	SPA-002	16 lb.	8½" x 11"	100	3.30 pkg
SPA-402E	SPA-003	16 lb.	8½" x 14"	500	16.50 rm
SPA-403C	SPA-004	20 lb.	8½" x 11"	500	15.00 rm
SPA-P403C	SPA-005	20 lb.	8½" x 11"	100	3.70 pkg
SPA-403E	SPA-006	20 lb.	8½" x 14"	500	19.25 rm

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COLORED BOND PAPER BY SAXON

100% sulphite bond in bright, sharp colors. Perfect for use where color is wanted to make your message stand out. 500 sheets per ream.

STOCK ORDER NO.	SPEEDIE ORDER NO.	SUB WEIGHT	SIZE	COLOR	REAM
SAX-222B	SAX-325	20 lb.	8½" x 11"	Pink	$9.35
SAX-223B	SAX-330	20 lb.	8½" x 11"	Green	9.35
SAX-224B	SAX-335	20 lb.	8½" x 11"	Buff	9.35
SAX-225B	SAX-340	20 lb.	8½" x 11"	Blue	9.35
SAX-226B	SAX-345	20 lb.	8½" x 11"	Canary	9.35

RACERASE BY SOUTHWORTH

25% cotton fiber content enables paper to be erased easily, cockle finish and bright white color makes this an exceptionally good-looking sheet. 9 lb. weight.

STOCK ORDER NO.	SPEEDIE ORDER NO.	SHEET COUNT	SIZE	RULING	PRICE
SPA-419E	SPA-010	500	8½" x 14"	Plain	$15.40 rm.
SPA-419C	SPA-011	500	8½" x 11"	Plain	12.00 rm.
SPA-P419C	SPA-012	100	8½" x 11"	Plain	3.10 pkg.

ONION SKIN BY SAXON

A long time favorite for making carbon copies. Has a cockle finish that withstands erasures. Its 9 lb. weight permits several copies to be made. White super sulphite. 500 sheets per ream.

STOCK ORDER NO.	SPEEDIE ORDER NO.	SIZE	REAM
SAX-3812B	SAX-270	8½" x 11"	$12.20

MANIFOLD SECOND SHEETS BY HURON

Top quality 9 lb. manifold paper is ideal for making carbon copies. Provides excellent copies due to its bond quality and light weight. Letter size 8½" x 11", 1000 sheets per box.

STOCK ORDER NO.	SPEEDIE ORDER NO.	COLOR	BOX
HUR-828111	CST-050	White	$12.50
HUR-828113	CST-055	Pink	13.10
HUR-828114	CST-060	Blue	13.10
HUR-828115	CST-065	Green	13.10
HUR-828112	CST-070	Canary	13.10

COPYSETTES BY HURON

Combines manifold second sheet and carbon in one unit. An easy, inexpensive way to make carbon copies. 500 sets per box (padded style 100 sets per pad — five pads per box)

STOCK ORDER NO.	SPEEDIE ORDER NO.	COLOR	SIZE	BOX
HUR-WH9B11	CST-005	White	8½" x 11"	$9.70
HUR-PK9B11	CST-025	Pink	8½" x 11"	9.82
HUR-BL9B11	CST-010	Blue	8½" x 11"	9.82
HUR-GR9B11	CST-020	Green	8½" x 11"	9.82
HUR-CA9B11	CST-015	Canary	8½" x 11"	9.82
HUR-WH9B11PC	CST-040	White	8½" x 11" (Printed Copy)	9.85
HUR-WH9P11	CST-045	White	8½" x 11" (Padded)	11.51

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Envelopes

SURVIVOR TYVEK ENVELOPES BY INTERNATIONAL

Survivor envelopes of TYVEK SPUNBONDED LOEFIN are virtually rip, puncture and waterproof. These envelopes are about 50% lighter than ordinary envelopes. The clear white envelope ensures prompt handling of first-class mail.

STOCK ORDER NO.	SPEEDIE ORDER NO.	SIZE	SUB WT.	BORDER	QTY. BOX	TYPE ENVELOPE	PER BOX
INT-R1330	INT-101	6" x 9"	14	First Class	200	Catalog	$20.20
INT-R1460	INT-102	9" x 12"	14	Plain	100	Catalog	28.60
INT-R1470	INT-103	9" x 12"	14	First Class	100	Catalog	29.80
INT-R1580	INT-104	10" x 13"	14	Plain	100	Catalog	32.10
INT-R1590	INT-105	10" x 13"	14	First Class	100	Catalog	33.20
INT-R1670	INT-106	10" x 15"	14	First Class	100	Catalog	37.90
INT-R1800	INT-107	12" x 15½"	14	First Class	100	Catalog	46.80
INT-R4200	INT-108	10" x 13" x 1½"	20	Plain	100	Expansion	64.70
INT-R4210	INT-109	10" x 13" x 1½"	20	First Class	100	Expansion	70.80
INT-R4300	INT-110	12" x 16" x 2"	20	First Class	100	Expansion	107.10
INT-R4440	INT-111	10" x 13" x 2"	20	First Class	100	Expansion	80.20
INT-R4460	INT-112	10" x 15" x 2"	20	First Class	100	Expansion	88.60

SELF-SEAL ENVELOPES BY SAXON

Made from durable 28 sub. kraft. Has self-sealed flap. 100 in box.

STOCK ORDER NO.	SPEEDIE ORDER NO.	SIZE	PER C
SAX-69	SAX-400	6" x 9"	$ 9.66
SAX-75105	SAX-401	7½" x 10½"	12.98
SAX-912	SAX-402	9" x 12"	14.48
SAX-1013	SAX-403	10" x 13"	16.58
SAX-1015	SAX-404	10" x 15"	21.36
SAX-12155	SAX-405	12" x 15½"	23.20

CLASP ENVELOPES

Made from durable 28 sub. kraft. Has gummed flap, reinforced hole, and metal fold down clasp. Ideal for mailing catalogs, etc. 100 per box.

STOCK ORDER NO.	SPEEDIE ORDER NO.	SIZE	CTN. PACKING	PER C
PRI-55-28	PRI-025	6" x 9"	1000	$ 8.93
PRI-63-28	PRI-030	6½" x 9½"	1000	12.00
PRI-68-28	PRI-035	7" x 10"	1000	10.71
PRI-75-28	PRI-040	7½" x 10½"	1000	11.38
PRI-83-28	PRI-045	8½" x 11½"	500	13.92
PRI-90-28	PRI-050	9" x 12"	500	12.88
PRI-93-28	PRI-055	9½" x 12½"	500	13.88
PRI-95-28	PRI-060	10" x 12"	500	15.88
PRI-97-28	PRI-065	10" x 13"	500	14.83
PRI-98-28	PRI-066	10" x 15"	500	20.27
PRI-105-28	PRI-070	11½" x 14½"	500	21.85
PRI-110-28	PRI-075	12" x 15½"	500	23.78

EXTRA HEAVY CLASP ENVELOPES

Made from 32 lb. manila jute. Has gummed flap, reinforced hole and metal fold down clasp. Packed in boxes of 100 each.

STOCK ORDER NO.	SPEEDIE ORDER NO.	SIZE	EACH
PRI-55-32	PRI-320	6" x 9"	$11.50
PRI-63-32	PRI-321	6½" x 9½"	12.42
PRI-68-32	PRI-322	7" x 10"	13.13
PRI-75-32	PRI-323	7½" x 10½"	13.51
PRI-83-32	PRI-324	8½" x 11½"	14.62
PRI-90-32	PRI-325	9" x 12"	15.69
PRI-93-32	PRI-326	9½" x 12½"	17.08
PRI-97-32	PRI-327	10" x 13"	18.11
PRI-98-32	PRI-328	10" x 15"	22.39
PRI-105-32	PRI-329	11" x 14½"	23.72
PRI-110-32	PRI-330	12" x 15½"	24.25

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HOME/OFFICE BOXED ENVELOPES BY CAMPBELL

A high grade white woven envelope. Packed in a box where they are protected from dust and dirt.

STOCK ORDER NO.	SPEEDIE ORDER NO.	SIZE	ENVELOPES PER BOX	BOX
CAM-634	CAM-030	3⅝" x 6½"	100	$1.95
CAM-10	CAM-035	4⅛" x 9½"	50	2.20

WHITE WOVE ENVELOPES BY CAMPBELL

24 sub. White Wove bond stock, gummed flaps. 500 per box.

STOCK ORDER NO.	SPEEDIE ORDER NO.	SIZE	ENVELOPES PER BOX	BOX
CAM-WW634	CAM-005	3⅝" x 6½"	500	$ 9.50
CAM-WW10	CAM-015	4⅛" x 9½"	500	10.90

WHITE WOVE WINDOW ENVELOPES BY CAMPBELL

24 sub. White Wove bond stock with transparent window, gummed flaps. 500 per box.

STOCK ORDER NO.	SPEEDIE ORDER NO.	SIZE	ENVELOPES PER BOX	BOX
CAM-WIN634	CAM-010	3⅝" x 6½"	500	$13.00
CAM-WIN10	CAM-020	4⅛" x 9½"	500	13.00

INTER-OFFICE ENVELOPES BY PRIME

For economical movement of interdepartmental mail. Use over and over. Made from durable 28 sub. stock.

STOCK ORDER NO.	SPEEDIE ORDER NO.	SIZE	STYLE	ENVELOPES PER BOX	PER C
PRI-97-10	PRI-150	10" x 13"	Button/String	100	$20.91
PRI-11-10	PRI-151	4⅛" x 10⅜"	Ungummed Flap	500	45.40

COIN ENVELOPES BY SAXON

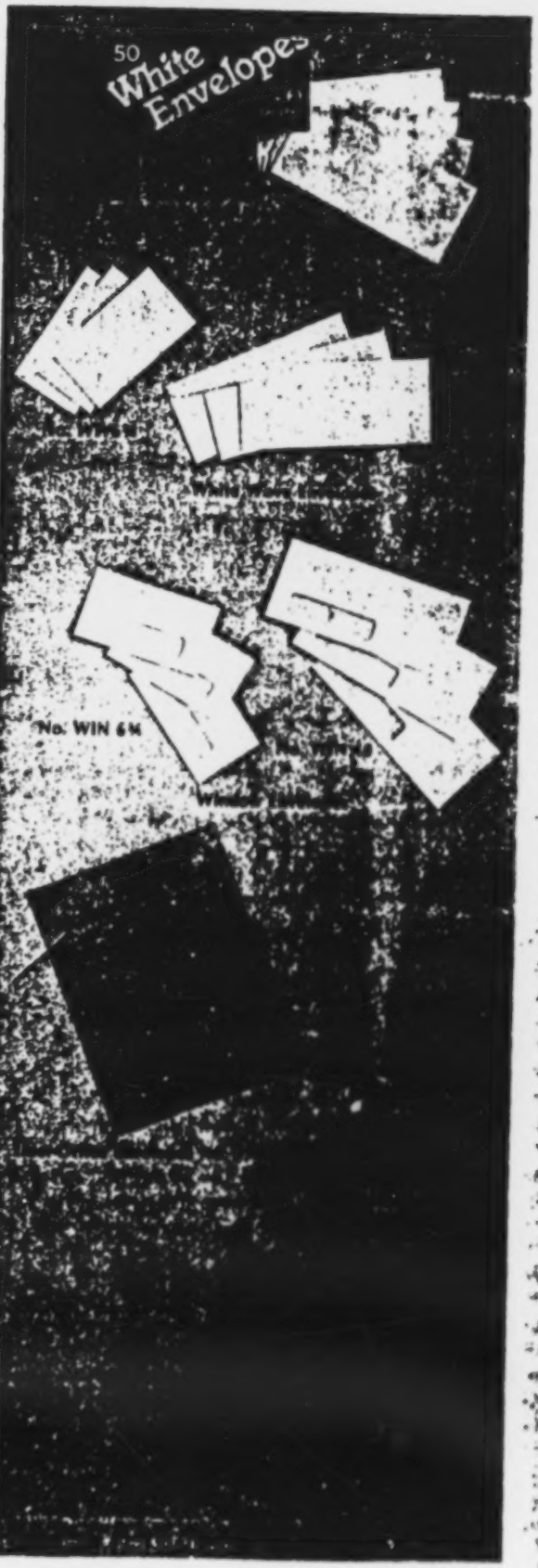
Open end style with gummed flap. Made from manila stock for extra service. Ideal for small parts, etc. 500 per box.

STOCK ORDER NO.	SPEEDIE ORDER NO.	SIZE	BOX
SAX-1	SAX-135	2¼" x 3½"	$11.28
SAX-3	SAX-140	2½" x 4¼"	12.15
SAX-4	SAX-139	3" x 4¼"	12.15
SAX-45	SAX-141	3" x 4⅞"	19.04
SAX-5	SAX-142	2¾" x 5¼"	18.84
SAX-55	SAX-145	3⅛" x 5⅛"	18.27
SAX-6	SAX-146	3⅝" x 6"	19.34
SAX-7	SAX-147	3½" x 6½"	18.75

CATALOG ENVELOPES BY PRIME

Gummed flap, made from durable 28 lb. kraft. For extended service. 500 per box.

STOCK ORDER NO.	SPEEDIE ORDER NO.	SIZE	PER C
PRI-OE-55	PRI-080	6" x 9"	$ 7.02
PRI-OE-63	PRI-085	6½" x 9½"	7.44
PRI-OE-68	PRI-090	7" x 10"	8.84
PRI-OE-75	PRI-095	7½" x 10½"	9.66
PRI-OE-83	PRI-100	8½" x 11½"	11.09
PRI-OE-90	PRI-105	9" x 12"	10.84
PRI-OE-93	PRI-110	9½" x 12½"	13.54
PRI-OE-95	PRI-115	10" x 12"	12.32
PRI-OE-97	PRI-120	10" x 13"	12.96
PRI-OE-98	PRI-121	10" x 15"	16.44
PRI-OE-105	PRI-125	11½" x 14½"	20.77
PRI-OE-110	PRI-130	12" x 15½"	20.73



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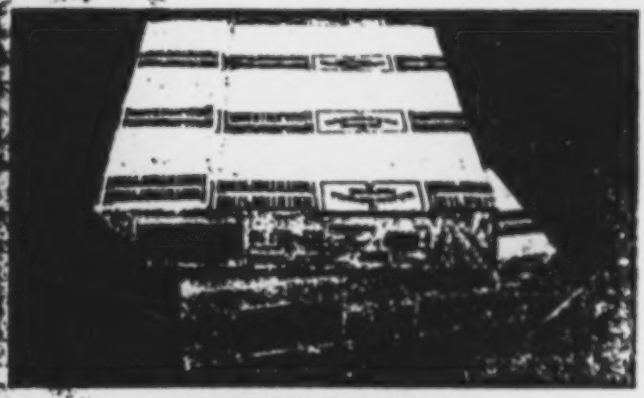
Copier Supplies



HAMMERMILL FORE 9000 DP

Outstanding paper for use in Dry Toner Xerographic copiers. Hammermill Fore meets the performance demands of high output machines. Rigid specifications for moisture curl and filler content ensure trouble-free feedings and delivery.

STOCK ORDER NO.	SPEEDHI ORDER NO.	SUB WEIGHT	SIZE	REAM
HAM-18326-7	HAM-005	20 lb	8½" x 11"	$6.77
HAM-18329-1	HAM-010	20 lb	8½" x 14"	8.62

HAMMERMILL 5V4 COPIER PAPER

Specially-designed paper for use with Liquid Toner and the following machines:

Copico/Savin	2001 Savin	600,750,755,760
Nashua	2210	770,772,780,790
Saxon	SX20,SX20S	840,870,880
Toshiba	BD727,BD728	880/3, 765

STOCK ORDER NO.	SPEEDHI ORDER NO.	SUB WEIGHT	SIZE	REAM
HAM-18380-6	HAM-013	20 lb	8½" x 11"	$6.77
HAM-18381-4	HAM-020	20 lb	8½" x 14"	8.62

BINDER PAPER FOR COPIERS BY AVERY

Reinforced, three-hole punched binder paper for use in most plain copiers.

STOCK ORDER NO.	SPEEDHI ORDER NO.	SIZE	NO. OF SHEETS	COLOR	PRICE
AVY-4701	AVY-900	8½" x 11"	100	White	$5.74 bx
AVY-4702	AVY-901	8½" x 11"	500	White	24.48 bx

NON-TEAR SHEETS FOR COPIERS BY AVERY

STOCK ORDER NO.	SPEEDHI ORDER NO.	SIZE	NO. OF SHEETS	COLOR	PRICE
AVY-4728	AVY-926	8½" x 11"	25/pkg	White	$11.66 pkg
AVY-4726	AVY-925	8½" x 11"	100/box	White	42.40 bx
AVY-4736	AVY-927	8½" x 11"	500/box	White	191.00 bx
AVY-4734	AVY-928	8½" x 11"	25/pkg	Canary	12.25 pkg
AVY-4738	AVY-929	8½" x 11"	25/pkg	Lt. Blue	12.25 pkg
AVY-4729	AVY-930	8½" x 11"	100/box	White	42.40 bx
AVY-4731	AVY-931	8½" x 11"	500/box	White	191.00 bx
AVY-4735	AVY-932	8½" x 11"	25/pkg	Canary	12.25 pkg
AVY-4739	AVY-933	8½" x 11"	25/pkg	Lt. Blue	12.25 pkg
AVY-4732	AVY-934	8½" x 14"	25/pkg	White	15.29 pkg

COPIER LABELS BY AVERY

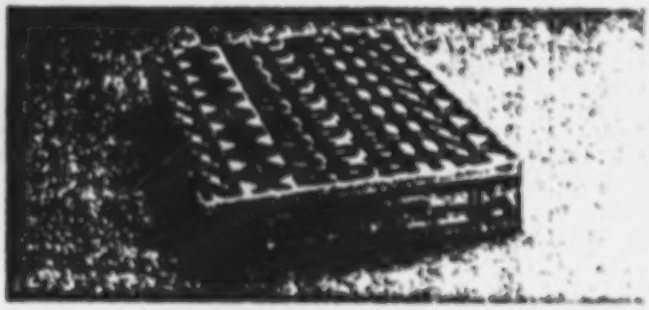
Save time and money — type addresses just once, make as many self-adhesive label copies as needed.

STOCK ORDER NO.	SPEEDHI ORDER NO.	LABEL SIZE	LABELS PER SHEET	LABELS PER BOX	FOR MACHINE TYPE	PRICE
AVY-5331	AVY-845	1" x 2⅝"	30	3000	Liquid Toner	$26.85 bx
AVY-5332	AVY-850	1" x 2⅛"	33	8250	Plain Bond	55.85 bx
AVY-5334	AVY-856	1" x 2⅛"	33	16500	Plain Bond	100.75 bx
AVY-5350	AVY-330	1" x 2⅝"	30	3000	Mimeo/Verdax	43.79 bx
AVY-5351	AVY-335	1" x 2⅛"	33	3300	Plain Bond	26.85 bx
AVY-5352	AVY-340	2" x 4¼"	10	1000	Plain Bond	26.85 bx
AVY-5353	AVY-341	8½" x 11"		100	Plain Bond	26.85 bx
AVY-5354	AVY-343	1" x 2⅛"	25/pkg	825/pkg	Plain Bond	8.19 pkg
AVY-5357	AVY-392	1" strips		3200/bx	Roll Fed	34.95 rl
AVY-5360	AVY-345	1⅛" x 2⅜"	21	2100	Plain Bond	26.85 bx
AVY-5368	AVY-360	1" x 2⅛"	33	3300	Electrostatic	53.65 bx

PAPER FOR XEROX COPIER

Designed specifically for use in Xerox machines. The special finish and long grain cut of this fine bond assures excellent reproduction and jam-free performance. Brilliant White, 500 sheets per ream.

STOCK ORDER NO.	SPEEDHI ORDER NO.	SHEET SIZE	SUB WEIGHT	COLOR	REAM
SAX-050B	SAX-240	8½" x 11"	20 lb	White	$ 8.33
SAX-050C	SAX-245	8½" x 14"	20 lb	White	11.25



PAPER FOR SAVIN COPIERS

Designed for use in Savin Copiers. Features an extra smooth finish for best copy results. 500 sheets per ream.

STOCK ORDER NO.	SPEEDHI ORDER NO.	SIZE	REAM
SAX-ARD-11D	SAX-175	8½" x 11"	$7.25
SAX-ARD-14D	SAX-180	8½" x 14"	9.15

PAPER FOR CANON NPL7 AND NP70

Designed for use in Canon Copiers.

STOCK ORDER NO.	SPEEDHI ORDER NO.	SIZE	REAM
SAX-PPC-1	SAX-185	8½" x 11"	$8.86
SAX-PC-11	SAX-190	8½" x 14"	11.26

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DUAL SPECTRUM COPY PAPER BY 3M®

For use with 3M Brand Manual Dual Spectrum Copiers. 3M Brand Dual Spectrum copy paper is excellent for almost any copying job. Conveniently packaged copy sets (copy receptors & intermediates) per box.

STOCK ORDER NO.	SPEEDIE ORDER NO.	SIZE	SETS PER BOX	PER BOX
MM-263	MMM-345	8½" x 11"	100	$18.99
MM-263-4	MMM-350	8½" x 14"	100	23.46

TRANSPARENCY FILM BY 3M® FOR PLAIN BOND COPIERS

Size: 8½" x 11". Packaged 100 sheets to a box.
501 — Produces sharp black images on a clear background. Rainbow Assortment produces sharp black images on Red, Blue, Yellow or Green backgrounds. Does not require a sensing strip.
502 — Has a white sensing strip that allows it to be used in photo cell-equipped plain paper copiers. Also available in Rainbow Assortment.

STOCK ORDER NO.	SPEEDIE ORDER NO.	FILM COLOR	FOR MACHINE MODELS	PER BOX
MM-501	MMM-500	Clear	Plain Paper Copiers that do not require a sensing strip	$41.95
MM-501	MMM-501	Rainbow Asst.	As Above	46.95
MM-502	MMM-502	Clear	Plain Paper Copiers that do require a sensing strip	43.95
MM-502	MMM-503	Rainbow Asst.	As Above	48.95
MM-504	MMM-504	Clear	NP300/Kodak Ektaprint 100/150	51.95
MM-522	MMM-522	Clear	Xerox 1075 Marathon	51.95

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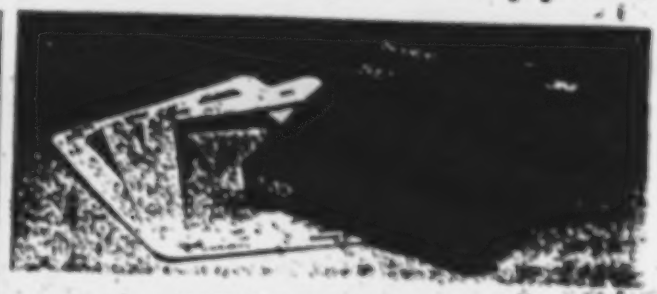
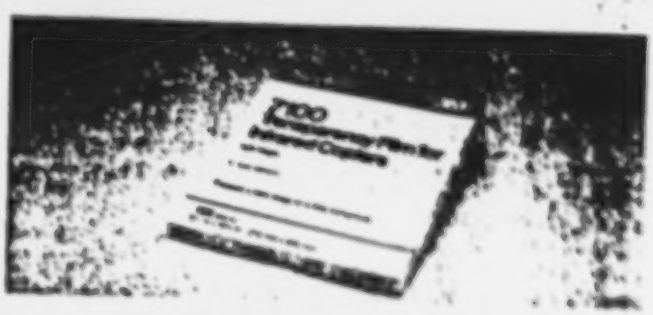


TRANSPARENCY FRAMES BY 3M®

Durable cardboard frames for mounting 8½" x 10½" and 8½" x 11" transparencies. Ample room in margins for notes.

STOCK ORDER NO.	SPEEDIE ORDER NO.	FRAMES PER PKG.	PER PKG.
MM-512	MMM-512	50	$22.25



INFRARED TRANSPARENCY FILM BY 3M®

Polyester film. Size 8½" x 10½". 100 sheets to a box.

STOCK ORDER NO.	SPEEDIE ORDER NO.	THICKNESS	DESCRIPTION	PER BOX
MM-7100	MMM-520	2.0 mil	Clear	$43.95
MM-7194	MMM-521	2.0 mil	Assorted Rainbow Pack	51.95
MM-7102	MMM-525	2.5 mil	Clear	49.95
MM-7101	MMM-526	4.0 mil	Clear	53.95
MM-7103	MMM-527	4.0 mil	Assorted Rainbow Pack	59.95
MM-7105	MMM-528	5.0 mil	Blue Tint	58.95
MM-7107	MMM-530	7.0 mil	Blue Tint	63.95

VIS-A-VIS OVERHEAD PROJECTOR PENS BY SANFORD

Writes on all acetates. Smooth, even lay down of color without bubbling. Excellent color protection for maximum clarity and visibility. Quick drying, easy to clean.

STOCK ORDER NO.	SPEEDIE ORDER NO.	DESCRIPTION	EACH
SAN-R16-4	SAN-500	4-Color Set: Black, Red, Blue, Green	$3.60
SAN-R16-8	SAN-501	8-Color Set: Black, Blue, Red, Green, Yellow, Orange, Brown, Purple	7.20
SAN-R16	SAN-502	Red	.89
SAN-R16	SAN-503	Blue	.89
SAN-R16	SAN-504	Black	.89
SAN-R16	SAN-505	Green	.89

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TASK #17

ATTACHMENT

STEPS AND TECHNICAL KNOWLEDGE:

1. Obtain purchase requisition form.
2. Obtain supply catalogues.
3. Read the list of supplies needed on purchase requisition form. Pick out the most costly item.
4. Consult the catalogue index of each supply catalogue to find the general category for that item in each catalogue.
5. Compare the price and shipping information on each catalogue for that item. Pick the company with the best price and fastest delivery time.
6. Look up each item on the supply requisition in the appropriate sectors of the supply catalogue, use the index to obtain the page numbers.
7. On a piece of paper, write down: The item name, quantity, units, catalogue #, page number from catalogue, description from catalogue, unit price and amount. Do your computations on a calculator. (Unit price X numbef items = amount)
8. Check each item against description on purchase requisition.
9. Obtain purchase order and fill it out by typing the required information in the appropriate sections and columns.
10. Call the supplier to verify prices, amount of items, and delivery dates. This step is done after the purchase order has been mailed out.*

* Wait three days before making your follow-up call to the supplier. This allows the supplier sufficient time to have received the purchase order.

HACER, INC./HISPANIC WOMEN'S CENTER
BILINGUAL VOCATIONAL TRAINING

TASK #17

OPERATION SHEET

I. MATERIALS

a. Quill Supply Catalog
b. Pencil or pen
c. Paper
d. Typewriter
e. Purchase order
f. Calculator

II. PROCEDURE

How to order supplies using purchase order.

1. Obtain purchase requisition form.

2. Obtain supply catalogues.

3. Read the list of supplies needed on purchase requisition form. Pick out the most costly item.

4. Consult the catalogue index of each supply catalogue to find the general category for that item in each catalogue.

5. Compare the price and shipping information on each catalogue for that item. Pick the company with the best price and fastest delivery time.

6. Look up each item on the supply requisition in the appropriate sectors of the supply catalogue, use the index to obtain the page numbers.

7. On a piece of paper, write down: The item name, quantity, units, catalogue #, page number from catalogue, description from catalogue, unit price and amount. Do your computations on a calculator. (Unit price X numbef items = amount)

8. Check each item against description on purchase requisition.

9. Obtain purchase order and fill it out by typing the required information in the appropriate sections and columns.

10. Call the supplier to verify prices, amount of items, and delivery dates. This step is done after the purchase order has been mailed out.*

* Wait three days before making your follow-up call to the supplier. This allows the supplier sufficient time to have received the purchase order.

HACER, INC./HISPANIC WOMEN'S CENTER
BILINGUAL VOCATIONAL TRAINING

TASK #17

WRITTEN TEST J.R.ESL

COMMUNICATIVE TASK: Categorization.

DIRECTIONS: Convert each mass noun to a count noun.

EXAMPLE: WORK: jobs/assignment/duties/tasks

	MASS NOUN	COUNT NOUN
1.	Toner	_____
2.	Paper	_____
3.	Glue	_____
4.	Software	_____
5.	Tape	_____
6.	Ink	_____
7.	Correction Fluid	_____
8.	Postage	_____
9.	Stationery	_____
10.	Ribbon	_____

NAME_____ DATE_____

HACER, INC./HISPANIC WOMEN'S CENTER
BILINGUAL VOCATIONAL TRAINING

TASK #17

WRITTEN TEST J.R.ESL

COMMUNICATIVE TASK: Categorization.

DIRECTIONS: Convert each mass noun to a count noun.

EXAMPLE: WORK: jobs/assignment/duties/tasks

	MASS NOUN	COUNT NOUN
1.	Toner	(bottles)
2.	Paper	(sheets/ream/reams/)
3.	Glue	(bottles/containers)
4.	Software	(disks/programs)
5.	Tape	(rolls/cassettes)
6.	Ink	(bottles/cartridges)
7.	Correction Fluid	(bottles)
8.	Postage	(stamps)
9.	Stationery	(/envelopes/letterhead)
10.	Ribbon	(cassettes/ cartridges)

NAME_____ DATE_____

HACER, INC./HISPANIC WOMEN'S CENTER
BILINGUAL VOCATIONAL TRAINING

TASK #17

JOB SHEET

PRACTICE

DIRECTIONS: Complete the attached purchase order form using a supply catalogue.

I. MATERIALS

a. Supply catalogues
b. Pencil or pen
c. Paper
d. Typewriter
e. Purchase Order
f. Calculator

II. PROCEDURE*

1. Obtain purchase requisition form.

2. Obtain supply catalogues.

3. Obtain price quotes and shipping information Compare the prices and shipping information on the most costly item on the requisition form on each supply catalogue.

4. Fill-out the purchase order by typing in the required information in the apprpriate sections and columns.

5. Follow-up on the purchase order by calling the supplier to verify prices, delivery date, amount and description. Wait three days before making your call.

* See operation sheet

III. SUPPLIES TO BE ORDERED

12 masking tapes 1/2" by 60"
5 doz glue top paper pad (yellow) 8 1/2" x 11"
60 Post-it notes 3" x 3"
800 sheets of Telephone Message Pads 4" x 5 1/2"
20 reams Park Lane Bond Paper 8 1/2" x 11"

HACER INC/ HISPANIC WOMEN'S CENTER
BILINGUAL VOCATIONAL TRAINING

TASK # 17
REQUISITION FOR SUPPLIES
PRACTICE

HACER INC/HISPANIC WOMEN'S CENTER
611 Broadway, rm 812
New York, NY 10012

Requisition # 1

Date Issued March 2, 19--

Date RequiredApril 2, 19-- Approved by:C. Vasquez

Quantity	Description	Unit Price	Amount
12 units	Masking Tapes 1/2" X 60"		
5 dozen	Glue Top Paper Pads(yellow) 8½" X 11"		
60 units	Post-It Notes 3" X 3"		
800 sheets	Telephone Message pads 4" x 5½"		
20 reams	Park Lane Bond Paper 8½" X 11"		

Signature

HACER, INC./HISPANIC WOMEN'S CENTER
BILINGUAL VOCATIONAL TRAINING

TASK # 17

JOB SHEET
PRACTICE

Quantity Ordered	Unit: Ea., Pkg., or Box	Product Order No.		Description	Unit Price		Total Price	
		Item Number	Color, Finish, Style					

HACER, INC./HISPANIC WOMEN'S CENTER
BILINGUAL VOCATIONAL TRAINING

TASK #17

JOB SHEET
EVALUATION

DIRECTIONS: Complete the attached purchase order form using a supply catalogue.

I. MATERIALS

a. Supply catalogues
b. Pencil or pen
c. Paper
d. Typewriter
e. Purchase Order
f. Calculator

II. PROCEDURE*

1. Obtain purchase requisition form.

2. Obtain supply catalogues.

3. Obtain price quotes and shipping information Compare the prices and shipping information on the most costly item on the requisition form on each supply catalogue.

4. Fill-out the purchase order by typing in the required information in the apprpriate sections and columns.

5. Follow-up on the purchase order by calling the supplier to verify prices, delivery date, amount and description. Wait three days before making your call.

* See operation sheet

III. SUPPLIES TO BE ORDERED

3 dozen Mongol pencils by Eberhard Farber (medium hard)
1 pound (lb) Reverse rubber bands 5/8" x 5"
3 boxes Magic Transparent Tape by Plymouth 1/2" x 950"
36 bottles Just for Copies Liquid Paper (white)
10 reams Park Lane Bond paper (white) by Sazon

HACER INC/ HISPANIC WOMEN'S CENTER
BILINGUAL VOCATIONAL TRAINING

TASK # 17
REQUISITION FOR SUPPLIES
EVALUATION

HACER INC/HISPANIC WOMEN'S CENTER
611 Broadway, rm 812
New York, NY 10012

Requisition # 2

Date Issued December 25, 19--

Date Required January 16, 19-- Approved by: C. Vasquez

Quantity	Description	Unit Price	Amount
3 dozen	Mongol pencils by Eberhard Farber(medium)		
one pound 1 lb.	Revere rubber bands 5/8" X 5"		
3 boxes	Magic Transparent tape by Plymouth 1/2" X 950"		
36 bottles	Just for Copies Liquid Paper (white)		
10 Reams	Park Lane Bond paper(white) by Saxon		

Signature

HACER, INC./HISPANIC WOMEN'S CENTER
BILINGUAL VOCATIONAL TRAINING

TASK # 17

JOB SHEET
EVALUATION

Quantity Ordered	Unit: Ea., Pkg., or Box	Product Order No.		Description	Unit Price		Total Price	
		Item Number	Color, Finish, Style					

HACER INC/ HISPANIC WOMEN'S CENTER
BILINGUAL VOCATIONAL TRAINING

PERFORMANCE TEST

TASK: Order office supplies using purchase order form

Directions: Demonstrate mastery of ordering office supplies by doing the following:

This test evaluates your ability to: Order office supplies using a purchase order form. Given a filled requisition form, a blank purchase order form, and supply catalogues, Select the supplier identify the supplies and fill-out the purchase order with 100% accuracy.

No.	Your performance will be evaluated using the items below. All must be "YES"	YES	NO
1.	Were shipping information and prices compared?		
2.	Was the best supplier utilized?		
3.	Was the catalogue index used to find supplies?		
4.	Were the supplies correctly described on the purchase order ?		
5.	Were quantities correct ?		
6.	Were unit prices correct ?		
7.	Were totals accurate ?		
8.	Did participant follow-up purchase order ?		
9.			
10.			

Trainee	Date	Attempt	Instructor's Signature

TASK # 18
FILE IN ALPHABETICAL ORDER

RELATED COMMUNICATIVE TASK: Read for factual information.

VOCATIONAL TASK: #18 File in alphabetical order.

PERFORMANCE OBJECTIVE: Given 20 documents, file them in alphabetical order with 100% accuracy.

STEPS AND TECHNICAL KNOWLEDGE	TECHNICAL TERMS	LANGUAGE FUNCTIONS	STRUCTURES
1. 2. 3. SEE ATTACHMENT 4. 5. 6. 7. 8. 9. 10. 11. 12. 13. 14. 15.	Filing Alphabetizing Indexing Indexing Unit Coding Filing order Natural codes Alphabetical filing order Personal name Surname Given name Full name Business name	COMMUNICATIVE SKILLS Passive: reading comprehension FUNCTIONS alphabetize (indexing) Ordering (putting information in correct order)	Prepositions (before/after) "File" = noun/verb Verb tenses

TOOLS AND MATERIALS
File folders
File labels
File cabinet
Indexing worksheet

BACKGROUND KNOWLEDGE
Knowledge of alphabetical order.

SAFETY
Do not handle paper edges.
Be careful of drawer edges.

ATTITUDES
Concentrate on accuracy and proper sequence.
Maintain orderly arrangement of documents.
Concentrate on correct indexing order.

LEARNING ACTIVITIES AND RESOURCES

VOCATIONAL

1. LEARNING STRATEGIES
   a. Facilitator outlines procedure used for alphabetizing.
   b. Facilitator demonstrates how to index a personal name and business name.
   c. Discussion of importance of accurate filing.
   d. Participants study filing rules.
   e. Participants complete activity sheets #1,2,3.
   f. Hands-on skill(individual) Participants code, index and file 20 documents.

2. EVALUATION
   Performance test

3. RESOURCES
   a. Job, Information, Activity & Operation Sheets.
   b. Facilitator
   c. Alphabetic Indexing - Guthrie
   d. Filing Business Names- Duncan Schultheis
   e. Files and Filing Systems-HACER INC. 1979

J.R.ESL

1. LEARNING STRATEGIES
   a. Guest speaker-former participant working with filing systems lectures on importance of filing and its use in the modern office.
   b. Participants practice language functions and structures, Activity Sheets #1,2,3,4 and 5.

2. EVALUATION
   Written Test

3. RESOURCES
   a. Activity Sheets
   b. Facilitator
   c. Guest speaker

HACER INC./HISPANIC WOMEN'S CENTER
BILINGUAL VOCATIONAL TRAINING

TASK #18

INFORMATION SHEET: FILING

I. INTRODUCTION

Filing is an important activity in most business offices, and every secretary should have knowledge of the best and correct filing methods.

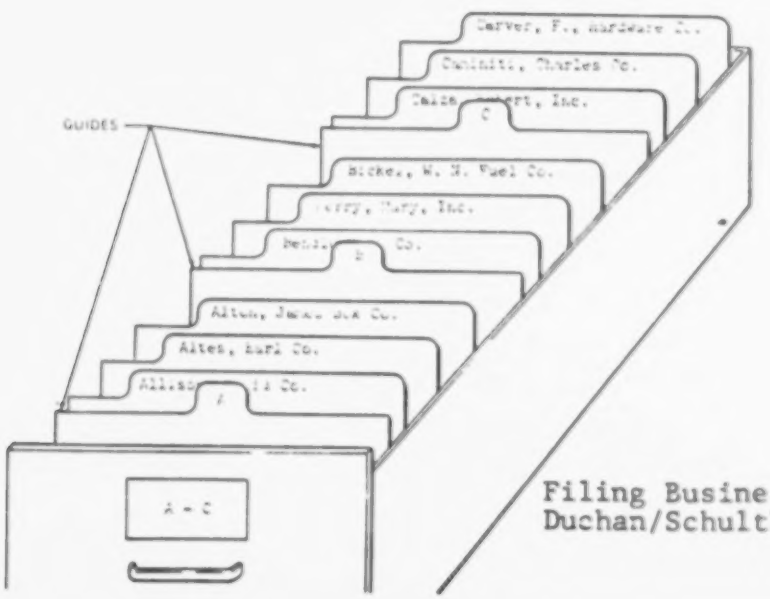
Correspondence, documents and other business reports must be filed so that they can be found easily. A dictionary and a telephone directory are good illustrations of excellent filing processes because words and names have their particular places in which they can always be found.

In order to find the right place for all business records, it is first necessary to classify the records properly. All records of a similar nature should be kept together for easy reference. This classifying of papers according to a systematic scheme is known as indexing.

II. FILING SYSTEMS

Basic Systems

1. The alphabetic system in which filing is according to personal names, is the most widely used. In this system all correspondence or other filing material is placed in alphabetical order according to the spelling of the last name of the person or firm for whom correspondence is addressed or with whom the material is identified.



Filing Business Names
Duchan/Schultheiss

TASK # 18
INFORMATION SHEET
P.2

2. The geographic system is also an alphabetic arrangement, but consists in filing according to place names instead of personal names. This geographic system is specially useful for firms which carry on a nationwide business and which consult their correspondence and other records according to towns and cities, rather than individuals. However, within the geographic unit filing would alphabetical according to the name of the person or firm.

	Indexing Order			
Unarranged Names	Unit 1	Unit 2	Unit 3	Unit 4
New York Sales Corp.	New	York	Sales	Corp.
New Jersey Textiles, Inc.	New	Jersey	Textiles	Inc.
South Carolina Bus Co.	South	Carolina	Bus	Co.
South Bend Homes, Inc.	South	Bend	Homes	Inc.

Alphabetical Order

New Jersey Textiles, Inc.
New York Sales Corp.
South Bend Homes, Inc.
South Carolina Bus Co.

Filing Business Names
Duchan/Schultheiss

3. The subject system of filing keeps together all correspondence and other matters relating to a single subject, arranging these subjects alphabetically. The subject system is especially useful for firms that consult their records in terms of topics, articles, or activities, rather than individuals or localities.

The Yellow Pages of the telephone book are a good example of listing primarily by

Key Unit	Unit 2	Unit 3	Unit 4	Unit 5
1. Advertising--	Aerial	Derry	Air	Incorporated
2. Advertising--	Aerial	Eagle	Balloon	Advertising
3. Advertising--	Aerial	Louis	Flight	School
4. Advertising--	Newspaper	Leader	Newspapers (The)	
5. Advertising--	Newspaper	London	Southwest	
6. Advertising--	Newspaper	North	Freeway	Leader
7. Advertising--	Outdoor	Ames	Peggy (&)	Associates
8. Advertising--	Outdoor	Downtown	Billboards	Incorporated
9. Advertising--	Outdoor	Foster (&)	Kleiser	

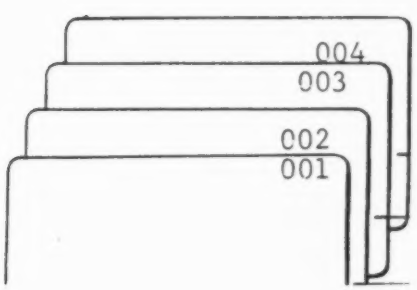
Alphabetic Indexing
Mearl R. Guthrie

TASK # 18
INFORMATION SHEET
P.3

4. The numeric system is used by firms that prefer to have a code number for every correspondent. First of all, it is necessary to keep an alphabetically arranged card index file which shows the correspondent code number; and these cards must be consulted before the correspondent's letters can be found in the files. The folders in the files are arranged in strict numerical order, so that it is a very easy matter to find material. However, the disadvantage of this system lies in the need for a second set of records giving the code numbers. Many large concerns, with separate filing departments, prefer the numeric system.

INDEX CARD

001	IBM
002	APPLE COMPUTER
003	WANG COMPUTERS
004	HITECH COMPUTERS



FILES AND FILING SYSTEMS

1. Some General Concepts

Filing involves organizing papers according to a particular system. Because businesses have to deal with thousands of papers of various kinds, they must find ways of managing all this information. The usual method is to first divide the papers into different categories or "files", and then put these files in a logical order.

* A person who works on files is a file clerk.

* "FILE" can be either a noun or a verb.
  "To file" = to arrange in order
  "A file" = a device (such as a folder, case, or cabinet with which papers are kept in order)

* INDEX is a related word. "Indexing" is the kind of system which you choose for organizing your filing. Subject indexing means that the files or information are arranged according to subject headings. If you use an alphabetical indexing system, that means that you have divisions in your filing system labelled "A, B, C, D,..."

* The first step in filing or indexing material is to divide, sort, or classify the material into groups according to similar characteristics.

* When a group becomes too large, you must subdivide that group into smaller groups. Each of these is called a subdivision.

* Finally, you must give each group a heading or guide. This is the name of the category to which the file belongs. This may be a subject heading, a numerical guide, a chronological guide, or an alphabetical guide.

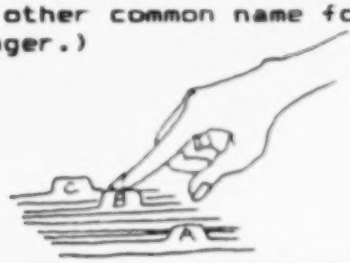
* People speak of files which are organized into a particular group as being located "under" the heading of that particular group.

* Files are usually arranged behind their heading.

* Very often there are extra pieces of information which do not fit easily into a particular classification or division. Often these "extra" pieces are filed together under the heading "miscellaneous". Some people call "miscellaneous" files "catch-all" files. Another name for these

extra pieces of information is "odds and ends".

* It is no mistake that another name for the first finger of your hand (next to your thumb) is the index finger. (The other common name for this same finger is the forefinger.)



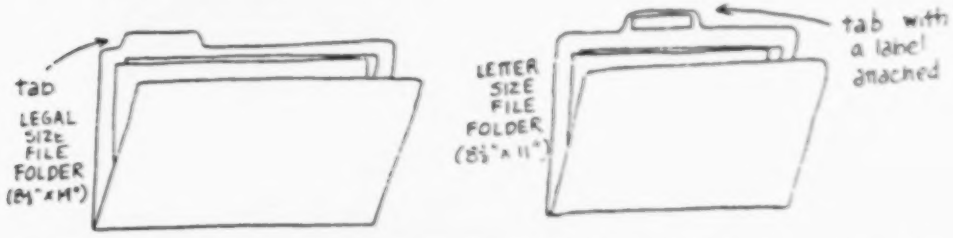
* To audit files means to revise and reorganize files in order to keep the system up-to-date and efficient.

* Active files are usually recent files which are used frequently.

* Inactive files are files which are no longer being used. When a file clerk audits a file system, they usually "pull" (remove, take out) the inactive files and put them into storage.

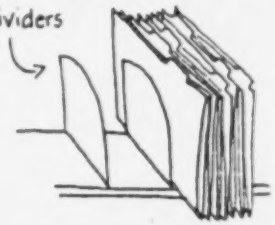
2. All about File Folders

* The most common way of organizing files in an office is to use file folders. File folders come in two basic sizes: letter-size (to fit 8 1/2" x 11" sheets of paper) and legal-size (to fit the longer size of paper, which measures 8 1/2" x 14"). They are sometimes made of colored paper or plastic, but by far the most common kind of file folder is the manila folder, which is made of stiff, cream-colored paper. Most folders have tabs on the top edge where the heading of the file can be written or where a typed label may be attached.

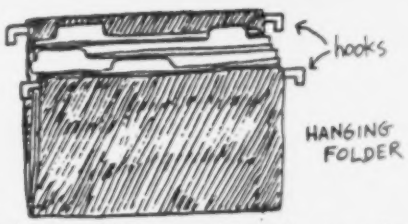


* After a company has a large number of files and file folders, then they need a system for organizing the folders. These systems fall into two basic types: suspension and non-suspension.

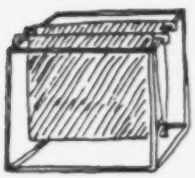
* Non-suspension systems are usually "upright" systems. Folders rest on a shelf or in a drawer and are held upright with <u>file dividers</u>.

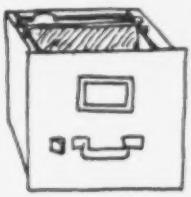


* Suspension systems use <u>hanging folders</u>. These each hold several file folders, and they hang from small hooks. The most common brand of hanging folder is <u>Pendaflex</u>, and so some people use that name instead of "hanging folder".

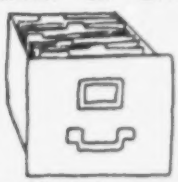


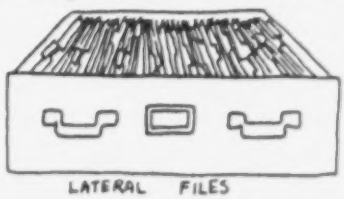
* Hanging folders are suspended in file cabinet or desk drawers, which are either specially made with small rods at the side for the hanging folder hooks, or else adapted for this purpose by means of racks which fit inside a regular drawer.



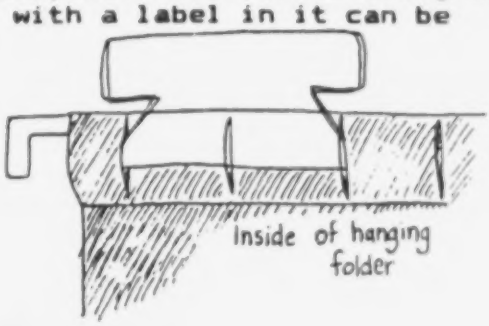


* Both suspension and non-suspension systems can be arranged in either regular or lateral order. Lateral files are arranged at right angles to the front of the drawer or shelf.





* Hanging folders are usually made with slits along the top where a plastic tab with a label in it can be attached.



TASK #18
INFORMATION SHEET
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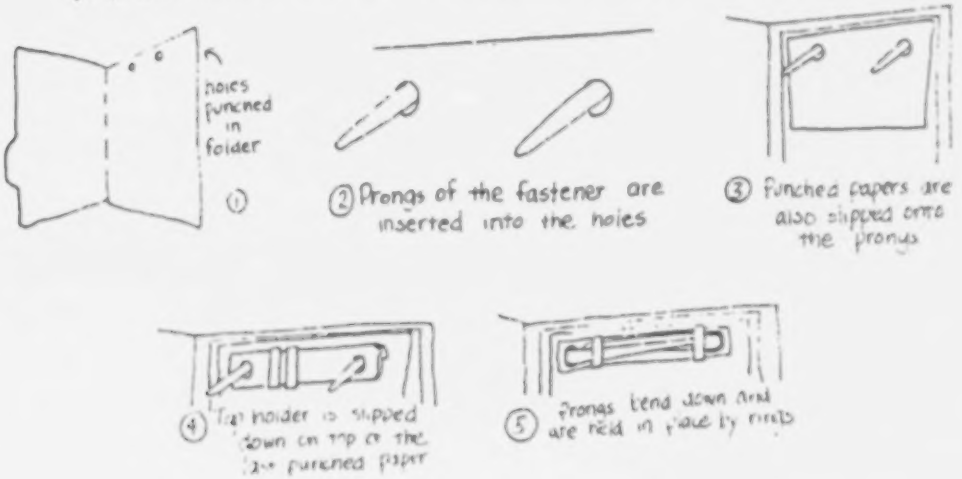
* When a large number of papers or documents are being stored inside file folders, often it helps to organize the material inside each folder with file fasteners. Prong-type fasteners may be attached on both sides of the inside of the folder. These hold papers which have been punched with two holes.


holes punched in folder
① Prongs of the fastener are inserted into the holes
② Punched papers are also slipped onto the prongs
③ Top holder is slipped down on top of the punched paper
④ Prongs bend down and are held in place by rivets
⑤

Developed by HACER INC. 1979

TASK #18

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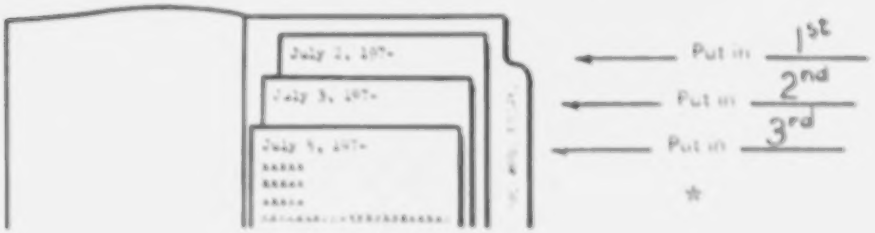
III. ARRANGEMENT WITHIN FOLDERS

In any of the 4 basic systems there is also the question of arranging the correspondence within a folder devoted to a single person, firm, place, or subject. Within such a folder, the correspondence should be kept according to date, always placing the correspondence with the most recent date at the top (or front) of the folder. Carbon copies of replies should take their place according to date in the same file, or they may be attached to the letter which they answer.

When you file letters in an *indiridual folder*, you file them by date, with the latest date on top. You do this so that when you open the folder, it is easy to find the most recent letter you filed.



*Resource: Alphabetic Indexing: Mearl R. Guthrie

HACER INC./ HISPANIC WOMEN'S CENTER
BILINGUAL VOCATIONAL TRAINING

IV. INDEXING

In order to file papers correctly, it is essential to adopt a set of guiding rules for proper indexing. Indexing is the process of deciding under which name, place, or subject certain correspondence or other material shall be filed, and then how it shall be filed in relation to other names in the files. Some correspondence can be indexed in more than one way. Where doubt exists as to the correct way of indexing a name or subject, it is a good plan to use cross-reference.

For cross-reference purposes in a correspondence file, it is desirable to use letter-size sheets of paper since these will fit into the folders and files just as the correspondence itself does and will not fall out or be misplaced as small slips or cards would be. Such cross-reference to the name or heading underwhich the correspondence will be found.

In the indexing and filing of correspondence according to the alphabet, it is customary to paste a label on each folder used for filing, giving the name of the person whose correspondence is contained in the folder. If the folder contains correspondence with more than one person, the range withing the alphabet covered by the names should be indicated on the label. These labels should be prepared according to the accepted rules for alphabetical arrangement of names as used in business offices, which we shall outline here. In general, all names are arranged in order from A to Z; and "nothing comes before something", or if a name "ends first, it is filed first"; for example Green comes before Greene.

Natural Order	Alphabetic Filing Order*		
	Key Unit	Unit 2	Unit 3
1. Ralph W. Castle	Castle	Ralph	W.
2. J. Carlos Fernandez	Fernandez	J.	Carlos
3. John Harris	Harris	John	
4. John David Harris	Harris	John	David
5. Linda M. Harris	Harris	Linda	M.
6. G. Robt. Schmidt	Schmidt	G.	Robert
7. Garland F. Schmidt	Schmidt	Garland	F.
8. Sara R. Smith	Smith	Sara	R.
9. Sarah R. Smith	Smith	Sarah	R.
10. Sarah Rae Smith	Smith	Sarah	Rae

V. FASTER FILING TECHNIQUES

1. File every day to prevent filing from piling up and becoming too burdensome. If you take 10 minutes every morning, as soon as the day starts, you can accomplish most of your filing.

2. Prefiling-every time you handle a piece of paper that will eventually have to be filed, slip it into the appropriate slot in the expanding file.

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INFORMATION SHEET
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3. Always be sure to have a full description of your filing system readily available for your manager, or anyone else who is authorized to go into your file cabinets. If your system is such that other people can't find things by using your description, you need a new description, a new filing system, or both. You won't always be there to find things for other people, and you will save time if they can find things for themselves.

THE MOST COMMON MISTAKES MADE IN ACTIVE FILING

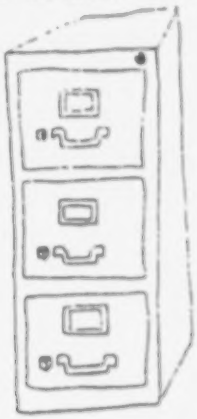
a. Failure to allow for future expansion.
b. Overloading equipment and folders. This makes it difficult to find material and leads to untidiness.
c. Failure to transfer regularly, either at end of year, every six months, or whatever your schedule may be.
d. Retention of unnecessary material. Make sure every piece of paper in your files is meaningful.
e. Failure to insert a card when a file is removed. The card should give information about the location of the file while it is out of the cabinet. Don't forget to remove the card when the file comes back.

Resource: Filing Business Names
Duchan, Schultheiss

TASK #18
INFORMATION SHEET

P.11 VI. FILING EQUIPMENT

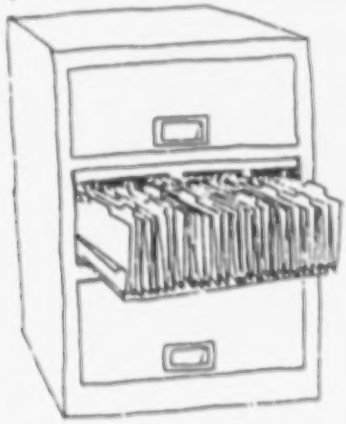
* The basic piece of office equipment for filing is of course the vertical file cabinet. This is a cabinet with drawers which hold either letter or legal size file folders.



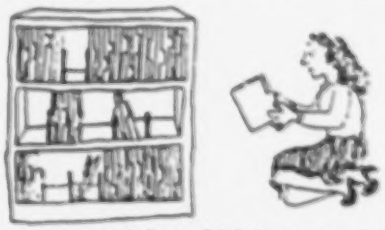
* Almost all vertical file cabinets have a "plunger lock" at the top which controls all of the drawers.

* The folders in the drawers of a file cabinet may either hang from a rack, or stand upright. They may be lined up either parellel to the front of the cabinet, or they may be perpendicular to it. If they are lined up perpendicularly to the front of the drawer, then they are called lateral files.

* Another kind of file cabinet has roll-out trays in which the files are stored laterally. Sliding doors cover the file trays, and from the outside this cabinet looks very much like a drawer cabinet.



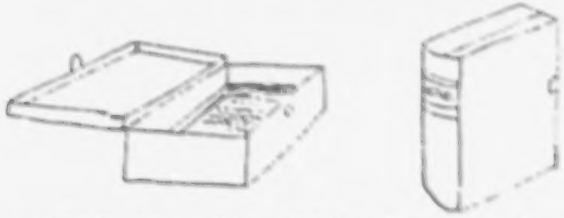
- Some offices use <u>shelves</u> for "open filing".



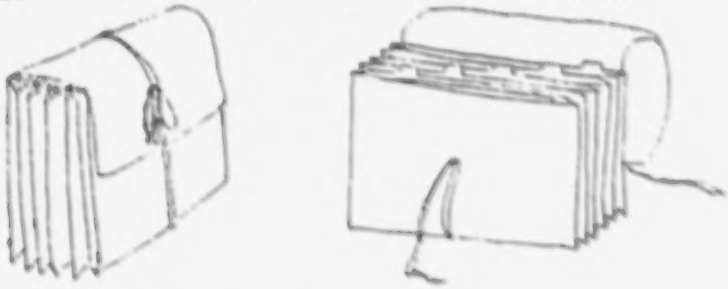
- Other offices use moveable filing units which are sometimes called "accessible" files.

- Some people use <u>wall files</u> or <u>filing pockets</u> which hang on the wall for open filing. These units are really only meant to hold small amounts of paper at a time.

- <u>File boxes</u> are also meant for smaller amounts of paper. These can be stored on a shelf like books.



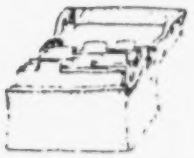
- <u>Accordion files</u>, which are also called <u>expanding files</u>, are also useful for smaller files.

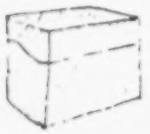


VII. OTHER KINDS OF FILING

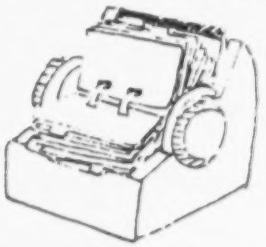
Many other materials besides sheets of paper must be arranged and organized in an office, and businesses use filing or index systems to keep these materials in order.

* Many people keep information of various kinds on notecards. These are either called notecards, file cards, index cards, or they are named by their dimensions. The usual sizes are 3" x 5" and 5" x 7", and people say "three by five cards" or "five by seven cards". These cards are kept in order in boxes, which are called card files or file boxes.

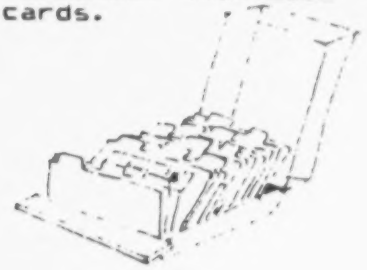




* All companies have their own personal directories of names, addresses, and telephone numbers which they use frequently. One of the most common ways of organizing these is to use a "rolodex". Rolodex is a brand name which means "rolling index". Rolodexes can hold a very large number of information cards and yet they take up a small amount of space, and are very quick and easy to use. "Rolodexes" are also sometimes called "rotary files".



* Another kind of file or index which is quite common is one that which holds business cards. A business card, of course, contains the name and address of the company a person works for, their name, their position or title, and their phone number and extension. A business card file is specially made to hold these cards.



TASK #18

INFORMATION SHEET

RULES FOR INDEXING

1. Names of individuals should be arranged so that the surname is first, the given name or initial next, and the middle name or initial last.

NAME	INDEXED
George W. Adams	Adams, George W.
Martin Roy Jones	Jones, Martin Roy
T. Harold Snyder	Snyder, T. Harold

2. Surnames containing prefixes, such as De, La, Mac, Mc, O', Van, etc., are considered as though they were not separated, but written as one word.

NAME	INDEXED
John De Forest	DeForest, John
Richard La Follette	LaFollette, Richard
Jean Mac Bride	MacBride, Jean
Donald Mc Ann	McAnn, Donald
Hugh O'Neil	O'Neil, Hugh
George E. Van Gogh	VanGogh, George E.

3. Titles such as Dr., Prof., Rev., Mr., Mrs., Miss, Jr., etc, are disregarded, and are placed at the end of the name in parentheses.

NAME	INDEXED
Prof. William Blain	Blain, William (Prof.)
Dr. Martin Clark	Clark, Martin (Dr.)
Mrs. J.R. Marshall	Marshall, J.R. (Mrs.)

4. Treat abbreviations, such as Chas., Geo., Wm., Co., Inc., etc., as if they were spelled out in full.

NAME	INDEXED
Chas. Adams	Adams, Charles
Wm. Baker	Baker, William
Geo. Donahue	Donahue, George

5. Hyphenated surnames of individuals are treated as one word; hyphenated firm names, though treated as separate words, are not inverted for indexing.

NAME	INDEXED
James Duff-Gordon	Duff-Gordon, James
Frank Harrison-Forbes	Harrison-Forbes, Frank
Scripps-Howard Co.	Scripps-Howard Co.

6. Names of companies should be indexed as written if they do not contain the full name of an individual; if they contain the full name of an individual, the order for indexing is the surname, given name or names, and remainder of name or title.

NAME	INDEXED
Corn Exchange Mart	Corn Exchange Mart
Hodges Tailoring Co.	Hodges Tailoring Co.
William Martin Co., Inc.	Martin, William Co., Inc.
Robert Morris Hat Shop	Morris, Robert, Hat Shop

Developed by HACER INC prior to grant period.

TASK #18

INFORMATION SHEET
p. 2

7. Disregard such words as a, an, and, &, the, for, of, etc., in filing.

NAME	INDEXED
The Marvel Bake Shop	Marvel Bake Shop (The)
Jones & Davis Co.	Jones (&) Davis Co.
School of Music	School (of) Music

8. Names containing an apostrophe for the singular possessive case are indexed as though the s were not included. Disregard the apostrophe in names containing plural possessives.

NAME	INDEXED
Bond's Bread Co.	Bond('s) Bread Co.
Bonds' Atlas Shop	Bonds(') Atlas Shop

9. Names of hotels, schools, libraries, and other institutions should be indexed under their distinctive titles.

NAME	INDEXED
Harvard University	Harvard University
Kings County Hospital	Kings County Hospital
Hotel Pennsylvania	Pennsylvania, Hotel

10. Names that begin with numerals are indexed as though the numerals were spelled in full.

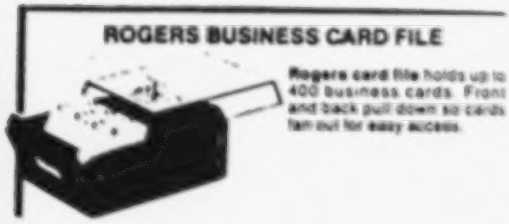
NAME	INDEXED
5th Avenue Library	Fifth Avenue Library
1 Park Avenue Building	One Park Avenue Building

HACER INC./HISPANIC WOMEN'S CENTER
BILINGUAL VOCATIONAL TRAINING

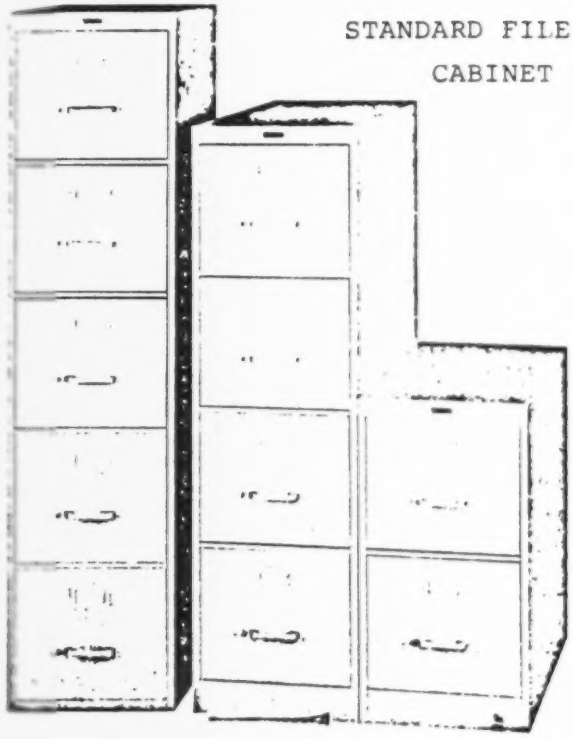
TASK #18

INFORMATION SHEET: FILING EQUIPMENT

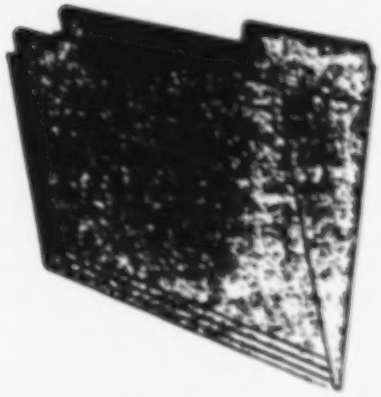
CARD FILE


ROGERS BUSINESS CARD FILE
Rogers card file holds up to 400 business cards. Front and back pull down so cards fan out for easy access.

STANDARD FILE CABINET

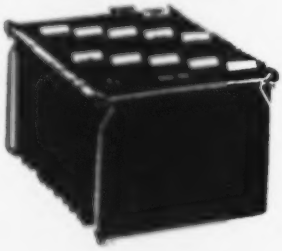


FILE FOLDERS



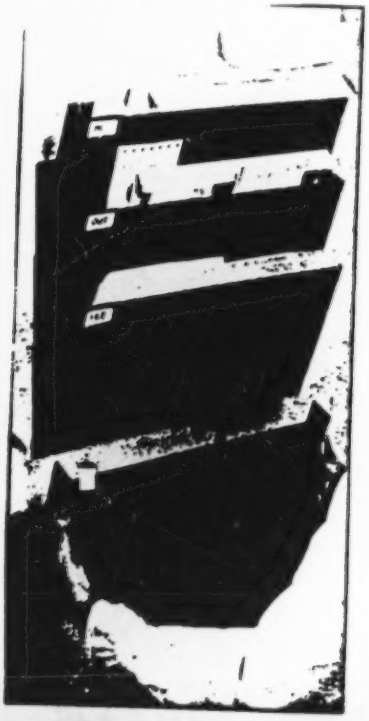
ROLODEX CARD FILE

18"-DEEP FILE DRAWERS



HANGING FOLDER (PENDAFLEX)

FILE SORTER



TASK #18

TECHNICAL TERMS

ALPHABETIC FILING ORDER:	the final alphabetic arrangement of names.
ALPHABETIZING:	the arrangement of single letters and words in dictionary order from A to Z.
BUSINESS NAME:	the official name of a company, a corporation, a partnership, an organization, or an association.
CODING:	the process of marking the indexing units in a name to indicate the order in which those units are to be considered in filing.
FILING:	the systematic and orderly arrangement and storage of materials (cards, letters, invoices, statements, catalogs, etc.) for future reference.
FILING ORDER:	the order in which a name is written for indexing purposes; that is, the order with the key indexing unit written first, the second indexing unit written second, and so on.
FULL NAME:	the surname and at least one given name or initial of a person.
GIVEN NAME:	the first name or initial of a person and the middle name or initial, if any.
INDEXING:	the mental process of dividing names into indexing units for purposes of alphabetizing and then deciding the order in which the units are to be alphabetized.
INDEXING UNIT:	a part of a name that is used in indexing.
NATURAL ORDER:	the order in which a name normally appears.
PERSONAL NAME:	the legal name of a person, whether that names stands alone or is part of a business name.
SURNAME:	the last name of a person.

HACER INC./HISPANIC WOMEN'S CENTER
BILINGUAL VOCATIONAL TRAINING

TASK #18
ACTIVITY SHEET #1: J.R.ESL

COMMUNICATIVE TASK: Identify parts of speech

DIRECTIONS: Read the paragraphs below. Identify the word "file" in two (2) grammatical functions: as a noun and as a verb.
a. Draw a line under "file" when it is used as a noun.
b. Draw a double line under "file" when it is used as a verb.

Most office workers save a copy of every letter, bill, contract, and memorandum that they write. These copies become office *records*—permanent accounts of a company's business transactions. Employees refer to these records when they need information about a particular customer, client, or commercial agreement.

File clerks make sure this information is carefully stored and always accessible. They decide where documents should be kept, put records away, and retrieve information for other office workers.

When file clerks are given documents to store, they first sort the records according to the *filing system* used in their office. They either put documents in alphabetical order or group records by subject, geographic location, or number. For instance, when file clerks handle customers' bills for an alphabetical filing system, they arrange the bills by customers' last names: they put Mr. Adam's bill before Mrs. Borgia's bill, and Miss Smith's bill before Mr. Stone's. When clerks sort company records for a subject filing system, they group documents by their contents: they put all accounting papers together in one pile, and all personnel papers in another. Once they have organized the records, file clerks actually begin *to file;* they put documents away.

In most companies, file clerks file records in metal cabinets called *vertical files.* These cabinets have drawers designed especially for the storage of papers. The papers in these drawers are arranged according to one of the filing systems mentioned above, and file clerks are responsible for putting each document away in its proper place. In some organizations, however, there are too many records and too much information to be kept in vertical files. So information is stored on microfilm or in computers. Then, instead of filing papers, file clerks either catalog and put away cans of film or keep track of data that are stored on computer cards and tapes.

NAME_____ DATE_____

RESOURCE: English for Office Careers. Minerva Books, Ltd.

HACER INC./HISPANIC WOMEN'S CENTER
BILINGUAL VOCATIONAL TRAINING

TASK #18
ACTIVITY SHEET #1: J.R.ESL

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NAME_____ DATE_____

RESOURCE: English for Office Careers. Minerva Books, Ltd.

HACER INC./HISPANIC WOMEN'S CENTER
BILINGUAL VOCATIONAL TRAINING

TASK #18
ACTIVITY SHEET #2: J.R.ESL

COMMUNICATIVE TASK: Utilize prepositions

DIRECTIONS: Write before or after on the blanks between the following pairs of names to indicate the correct alphabetical order.

1. MacShann comes _____ McShann
2. Marlow, Inc. comes _____Marlowe
3. Harrington comes _____Harington
4. Jaime Jimenez comes _____Jaime G. Jimenez
5. W & J Sloane comes _____ W. Sloane
6. A. William Matthews comes_____ Walter A. Matthews
7. Martin Van Dyke comes _____Martin V. Dyke
8. John St. James comes _____John Saint
9. Darryl Halle comes _____ Darryl Hall
10. Roberto Aguilera comes _____ Roberto Aguilar
11. The Five Hundred Club comes _____The Four Hundred Club
12. Mark G. Grosmann comes _____Mark G. Grossman
13. Sinh Nuyen comes _____ Sinh Nguyen
14. Yo Shibata comes _____ Yoriko Sibata
15. Chong Watch Co. comes _____ Cong Watch Company

NAME_____ DATE_____

HACER INC./HISPANIC WOMEN'S CENTER
BILINGUAL VOCATIONAL TRAINING

TASK #18
ACTIVITY SHEET #2: J.R.ESL

COMMUNICATIVE TASK: Utilize prepositions

DIRECTIONS: Write before or after on the blanks between the following pairs of names to indicate the correct alphabetical order.

1. MacShann comes before McShann
2. Marlow, Inc. comes before Marlowe
3. Harrington comes after Harington
4. Jaime Jimenez comes before Jaime G. Jimenez
5. W. & J. Sloane comes after W. Sloane
6. A. William Matthews comes before Walter A. Matthews
7. Martin Van Dyke comes after Martin V. Dyke
8. John St. James comes after John Saint
9. Darryl Halle comes after Darryl Hall
10. Roberto Aguilera comes after Roberto Aguilar
11. The Five Hundred Club comes before The Four Hundred Club
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14. Yo Shibata comes before Yoriko Sibata
15. Chong Watch Co. comes before Cong Watch Company

NAME _____ DATE _____

HACER INC./HISPANIC WOMEN'S CENTER
BILINGUAL VOCATIONAL TRAINING

TASK #18

ACTIVITY SHEET # 3: J.R.ESL

COMMUNICATIVE TASK: Alphabetizing

A.

DIRECTIONS: Fill in each blank below with the term that best completes the sentence. Select your answers from the following list.

file clerk	records
file	filing system
update	vertical file
search	

1. One of a file clerk's jobs is to _____, or to put documents away in their proper place.
2. The papers that document a company's business transactions are known as _____
3. A _____ is a cabinet where records are stored.
4. When a file clerk cannot find a document in the files, he or she conducts a _____ for it.
5. In some offices, file clerks _____ the files every six months to make room for new records.
6. A _____ retrieves information for other employees and keeps stored records organized.
7. A _____ is a way of organizing records so that they can be easily located.

B.

DIRECTIONS: Assume you are a file clerk sorting records for an alphabetical file. In what order would you file these customers' records?

Cook	Blanca	Chin	Bernstein
Adams	Coleman	Black	Bueno
Axelrod	Aguilar	Bellamy	Abraham

1. _____ 7. _____
2. _____ 8. _____
3. _____ 9. _____
4. _____ 10. _____
5. _____ 11. _____
6. _____ 12. _____

RESOURCE: ENGLISH FOR OFFICE CARRERS, BROMLEY & MILLER
MINERVA BOOKS LTD.

NAME _____ DATE _____

HACER INC./HISPANIC WOMEN'S CENTER
BILINGUAL VOCATIONAL TRAINING

TASK #18

ACTIVITY SHEET # 3: J.R.ESL

COMMUNICATIVE TASK: Alphabetizing

A.

DIRECTIONS: Fill in each blank below with the term that best completes the sentence. Select your answers from the following list.

file clerk	records
file	filing system
update	vertical file
search	

1. One of a file clerk's jobs is to ___file___, or to put documents away in their proper place.
2. The papers that document a company's business transactions are known as ___records___
3. A ___vertical file___ is a cabinet where records are stored.
4. When a file clerk cannot find a document in the files, he or she conducts a ___search___ for it.
5. In some offices, file clerks ___update___ the files every six months to make room for new records.
6. A ___file clerk___ retrieves information for other employees and keeps stored records organized.
7. A ___filing system___ is a way of organizing records so that they can be easily located.

B.

DIRECTIONS: Assume you are a file clerk sorting records for an alphabetical file. In what order would you file these customers' records?

Cook	Blanca	Chin	Bernstein
Adams	Coleman	Black	Bueno
Axelrod	Aguilar	Bellamy	Abraham

1. ___Abraham___
2. ___Adams___
3. ___Aguilar___
4. ___Axelrod___
5. ___Bellamy___
6. ___Bernstein___
7. ___Black___
8. ___Blanca___
9. ___Bueno___
10. ___Chin___
11. ___Coleman___
12. ___Cook___

RESOURCE: ENGLISH FOR OFFICE CARBERS, BROMLEY & MILLER
MINERVA BOOKS LTD.

NAME _____ DATE _____

HACER INC./HISPANIC WOMEN'S CENTER
BILINGUAL VOCATIONAL TRAINING

TASK #18

ACTIVITY SHEET # 4: J.R.ESL

COMMUNICATIVE TASK: USE OF VARIOUS VERB TENSES

A. Adding s or es for Third Person Singular

DIRECTIONS: In each of the following sentences, change the plural subject to singular. Then change any *italicized* verbs so that they agree with a singular subject.

Example: File clerks *sort* and *store* documents.

A file clerk sorts and stores documents.

1. File clerks *put* records in order.

   A file clerk puts records in order.

2. File clerks *put* documents away.

   A file clerk puts documents away.

3. Good clerks *file* each document in its proper place.

   A good clerk files each document in its proper place.

4. File clerks *retrieve* records whenever the secretaries ask for them.

   A file clerk retrieves records whenever the secretaries ask for them.

5. Whenever necessary, file clerks *search* for mislaid documents.

   Whenever necessary, a file clerk searches for mislaid documents.

B. Adding d or ed for the Past Tense

DIRECTIONS: Change each of the following sentences to the past tense by using the proper ending on each *italicized* verb.

Example: Ms. San *receives* dozens of letters every day.

Ms. San received dozens of letters every day.

1. Our company *provides* on-the-job training for file clerks.

   Our company provided on-the-job training for file clerks.

2. Some clerks *learn* how to use mechanical filing systems.

   Some clerks learned how to use mechanical filing systems.

3. Some clerks *arrange* their file drawers alphabetically.

   Some clerks arranged their file drawers alphabetically.

4. Others *use* a geographical system.

   Others used a geographical system.

C. Adding d or ed for the Perfect Tenses

DIRECTIONS: In each blank in the following sentences, fill in the perfect form of the verb in parentheses.

Example: In all her years with us, Ms. Santo has never (misfile) misfiled a letter.

1. Have you (sort) sorted today's papers yet?
2. By October 1, he had (update) updated all the 1978 files.
3. He has (search) searched for hours, but he has not yet (retrieve) retrieved the Garcia file.
4. By January 1, I shall have (store) stored all the Garcia files in a separate cabinet.

RESOURCE: ENGLISH FOR OFFICE CAREERS, BROMLEY & MILLER
MINERVA BOOKS LTD.

HACER INC./HISPANIC WOMEN'S CENTER
BILINGUAL VOCATIONAL TRAINING

TASK #18

ACTIVITY SHEET # 4: J.R.ESL

COMMUNICATIVE TASK: USE OF VARIOUS VERB TENSES

A. Adding *s* or *es* for Third Person Singular

DIRECTIONS: In each of the following sentences, change the plural subject to singular. Then change any *italicized* verbs so that they agree with a singular subject.

Example: File clerks *sort* and *store* documents.

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2. File clerks *put* documents away.

3. Good clerks *file* each document in its proper place.

4. File clerks *retrieve* records whenever the secretaries ask for them.

5. Whenever necessary, file clerks *search* for mislaid documents.

B. Adding *d* or *ed* for the Past Tense

DIRECTIONS: Change each of the following sentences to the past tense by using the proper ending on each *italicized* verb.

Example: Ms. San *receives* dozens of letters every day.

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1. Our company *provides* on-the-job training for file clerks.

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3. Some clerks *arrange* their file drawers alphabetically.

4. Others *use* a geographical system.

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DIRECTIONS: In each blank in the following sentences, fill in the perfect form of the verb in parentheses.

Example: In all her years with us, Ms. Santo has never (misfile) misfiled a letter.

1. Have you (sort)_____today's papers yet?
2. By October 1, he had (update)_____all the 1978 files.
3. He has (search)_____for hours, but he has not yet (retrieve)_____ the Garcia file.
4. By January 1, I shall have (store)_____all the Garcia files in a separate cabinet.

RESOURCE: ENGLISH FOR OFFICE CAREERS, BROMLEY & MILLER
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HACER INC/ HISPANIC WOMEN'S CENTER
BILINGUAL VOCATIONAL TRAINING

TASK #]8

ACTIVITY SHEET # 5 J.R.ESL

COMMUNICATIVE TASK: Reading for factual information.

DIRECTIONS: Consult the attached page to answer the following questions.

]. What can a file clerk learn on the job ? Learns how the company works, gains skills like typing and bookkeeping, and basic understanding of business.

2. What does a file clerk do when another employee asks for another file ?

The clerk conducts a search to retrieve the file.

3. What equipment does a file clerk use ? Vertical file cabinets, computer, microfilm.

4. How does a file clerk know which filing system to use ?

Clerk uses the file system used in the office.

5. How could a computer be used like a file cabinet ?

Instead of filing papers, file clerks either catalog and put away cans of film or keep track of data that are stored on computer cards and tapes.

NAME_____ DATE_____

HACER INC/ HISPANIC WOMEN'S CENTER
BILINGUAL VOCATIONAL TRAINING

TASK #]8

ACTIVITY SHEET # 5 J.R.ESL

COMMUNICATIVE TASK: Reading for factual information.

DIRECTIONS: Consult the attached page to answer the following questions.

]. What can a file clerk learn on the job ? _____

_____

2. What does a file clerk do when another employee asks for another file ?

_____

_____

3. What equipment does a file clerk use ? _____

_____

4. How does a file clerk know which filing system to use ?

_____

5. How could a computer be used like a file cabinet ?

_____

NAME_____ DATE_____

File Clerks

Most office workers save a copy of every letter, bill, contract, and memorandum that they write. These copies become office *records*—permanent accounts of a company's business transactions. Employees refer to these records when they need information about a particular customer, client, or commercial agreement.

File clerks make sure this information is carefully stored and always accessible. They decide where documents should be kept, put records away, and retrieve information for other office workers.

When file clerks are given documents to store, they first sort the records according to the *filing system* used in their office. They either put documents in alphabetical order or group records by subject, geographic location, or number. For instance, when file clerks handle customers' bills for an alphabetical filing system, they arrange the bills by customers' last names: they put Mr. Adam's bill before Mrs. Borgia's bill, and Miss Smith's bill before Mr. Stone's. When clerks sort company records for a subject filing system, they group documents by their contents: they put all accounting papers together in one pile, and all personnel papers in another. Once they have organized the records, file clerks actually begin *to file;* they put documents away.

In most companies, file clerks file records in metal cabinets called *vertical files*. These cabinets have drawers designed especially for the storage of papers. The papers in these drawers are arranged according to one of the filing systems mentioned above, and file clerks are responsible for putting each document away in its proper place. In some organizations, however, there are too many records and too much information to be kept in vertical files. So information is stored on microfilm or in computers. Then, instead of filing papers, file clerks either catalog and put away cans of film or keep track of data that are stored on computer cards and tapes.

The amount of filing that a file clerk does depends upon the number of records his or her company keeps. In a small firm, the file clerk may file papers in a few cabinets and then go on to do other clerical tasks, like sorting mail or typing letters. But in a large company, the file clerk may work in a file room filled with hundreds of cabinets and spend the entire day filing.

Most file clerks put away new information as soon as they receive it. They also check files at regular intervals to make sure all records are in their proper places. To keep records up to date, file clerks periodically remove old or obsolete documents from their files. Each office has its own schedule for *updating* files, but usually file clerks go through their files once every six months and take out records that are more than five years old. Then, they either destroy these old records, or send them to warehouses where they are stored just in case anyone will ever need them.

In many companies, employees come to depend upon the file clerk for information. When, for example, an employee needs to review the terms of a contract or to verify a customer's bill, he or she will ask the file clerk to locate it. Like a librarian, the file clerk helps people find information and keeps track of borrowed material. Every time a document is given to another employee, the file clerk writes down the borrower's name, along with a description of the document and the date it was taken. A record is also made when the document is returned.

Occasionally, even the most careful file clerk will go to the files only to find that a record is missing. When this happens, the file clerk conducts a *search* for the missing document. During a search, a file clerk usually checks every cabinet to make sure the file has not been misplaced. Then, he or she asks other employees if they have the missing file and continues to look everywhere in the office until the missing document is found.

Many office workers begin their careers as file clerks. It is a good place to start because organizations do hire people with little or no office experience for this position. Once on the job, file clerks can learn from the records they handle how their company works. They may also gain a basic understanding of business and develop skills like typing and bookkeeping. Since some organizations hire file clerks to work part-time, there are also filing jobs for students and others who cannot work a full week.

RESOURCE: English for Office Careers. Minerva Books, Ltd.

HACER INC./HISPANIC WOMEN'S CENTER
BILINGUAL VOCATIONAL TRAINING

TASK #18

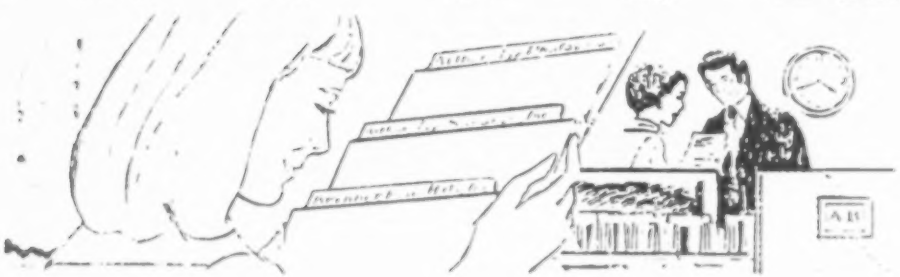
ACTIVITY SHEET #1: VOCATIONAL

A. DIRECTIONS: The unarranged names below have been indexed. If the indexing order *is* correct, place a check mark under the *Right* column. If the indexing order is *not* correct, place a check mark under the *Wrong* column.

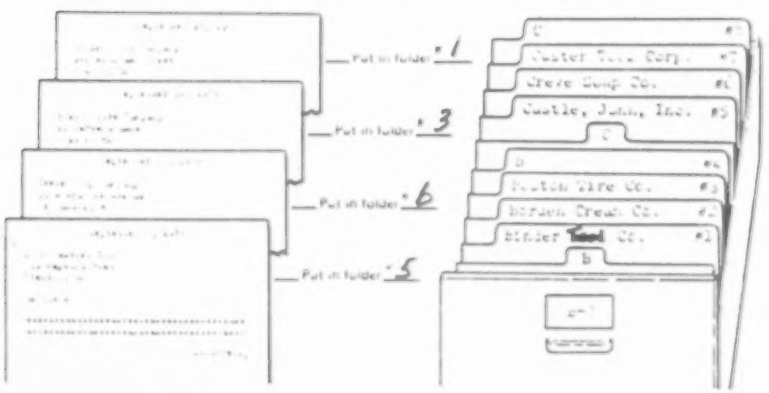
Unarranged Names

1. Lou Nelson Paints, Inc.
2. Gary Locke Boats Corp.
3. Nelson Cary Homes Corp.

	Indexing Order				Answers	
	Unit 1	Unit 2	Unit 3	Unit 4	Right	Wrong
1.	Nelson	Lou	Paints	Inc.	✓	
2.	Locke	Gary	Boats	Corp.	✓	
3.	Nelson	Cary	Homes	Corp.		✓



B. DIRECTIONS: Each folder in the file drawer at the right has been numbered. You are to index and code the names on the letters. Then you are to write the number of the folder in which each letter would be placed beside the letters.



NAME _____ DATE _____

RESOURCE: Filing Business Names, Duchan/Schultheis.

HACER INC./HISPANIC WOMEN'S CENTER
BILINGUAL VOCATIONAL TRAINING

TASK #18

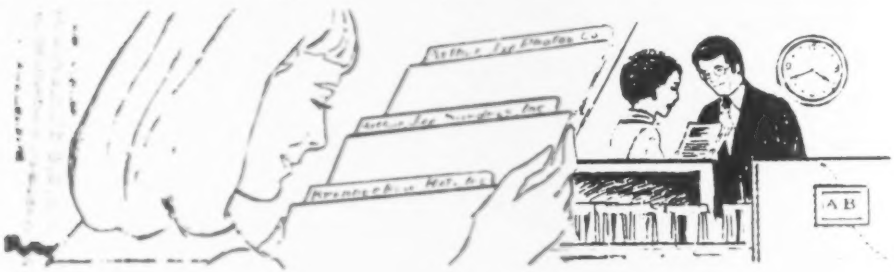
ACTIVITY SHEET #1: VOCATIONAL

A. DIRECTIONS: The unarranged names below have been indexed. If the indexing order *is* correct, place a check mark under the *Right* column. If the indexing order is *not* correct, place a check mark under the *Wrong* column.

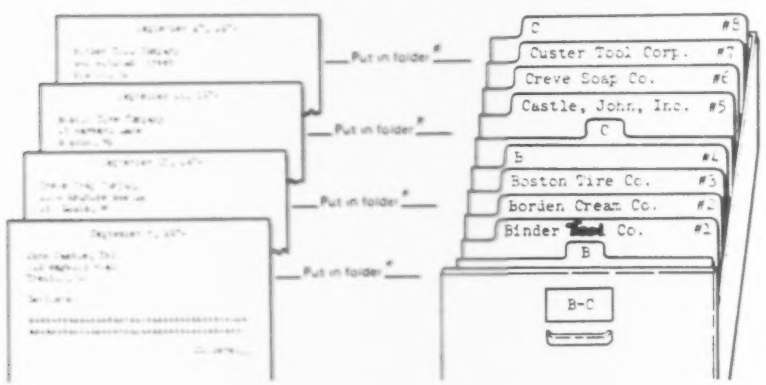
Unarranged Names

1. Lou Nelson Paints, Inc.
2. Gary Locke Boats Corp.
3. Nelson Cary Homes Corp.

	Indexing Order				Answers	
	Unit 1	Unit 2	Unit 3	Unit 4	Right	Wrong
1.	Nelson	Lou	Paints	Inc.	____	____
2.	Locke	Gary	Boats	Corp.	____	____
3.	Nelson	Cary	Homes	Corp.	____	____



B. DIRECTIONS: Each folder in the file drawer at the right has been numbered. You are to index and code the names on the letters. Then you are to write the numbers of the folder in which each letter would be placed beside the letters.



NAME _____ DATE _____

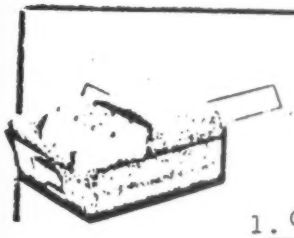
RESOURCE: Filing Business Names, Duchan/Schultheis.

HACER INC./HISPANIC WOMEN'S CENTER
BILINGUAL VOCATIONAL TRAINING

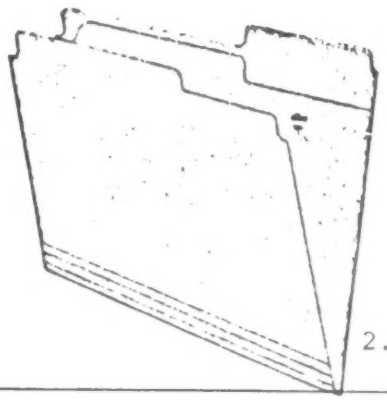
TASK #18

ACTIVITY SHEET #2: VOCATIONAL

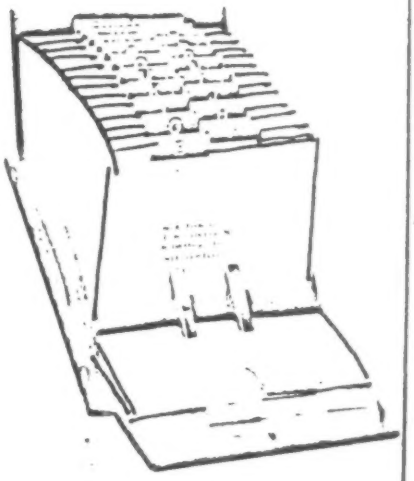
DIRECTIONS: Identify the filing equipment on this page.



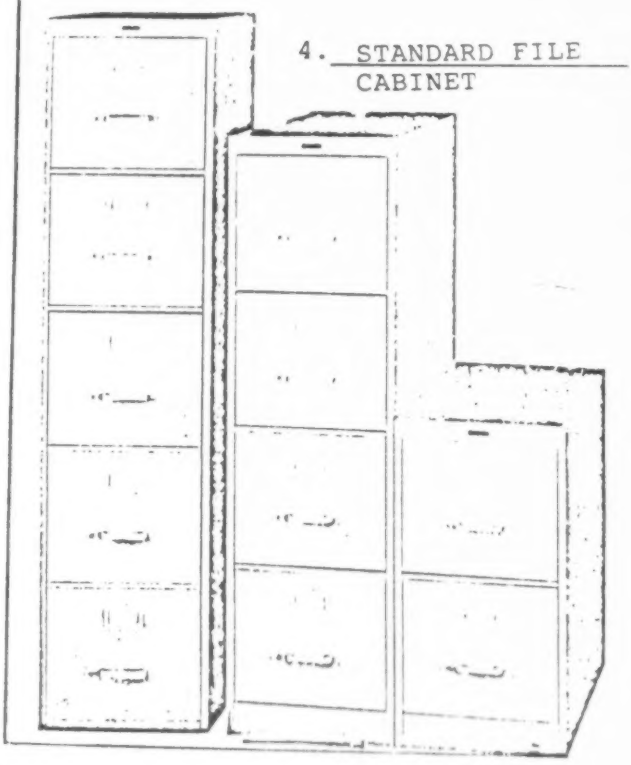
1. CARD FILE



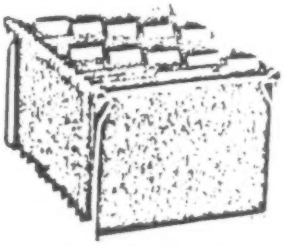
2. FILE FOLDER



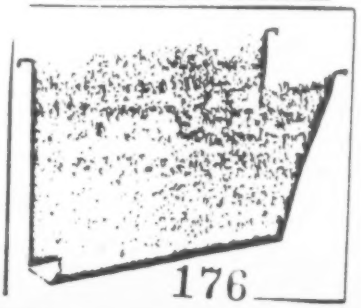
3. ROLODEX CARD FILE



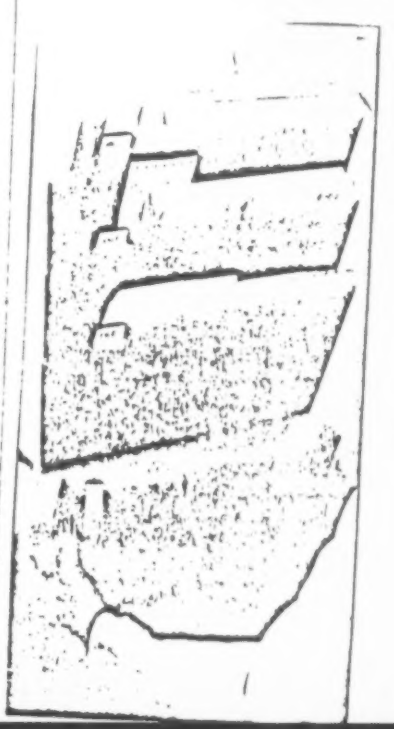
4. STANDARD FILE CABINET



5. DEEP FILE DRAWER



6. HANGING FOLDER



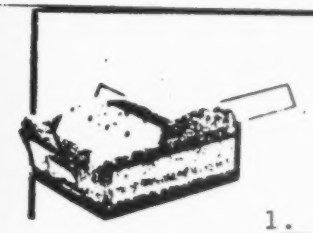
7. FILE SORTER

HACER INC./HISPANIC WOMEN'S CENTER
BILINGUAL VOCATIONAL TRAINJNG

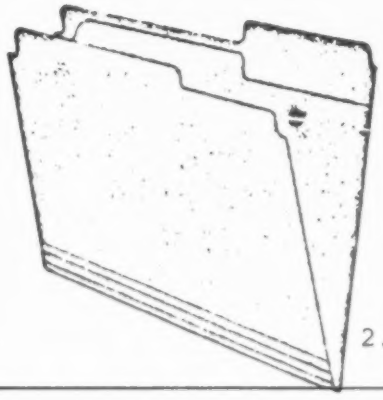
TASK #18

ACTIVITY SHEET #2: VOCATIONAL

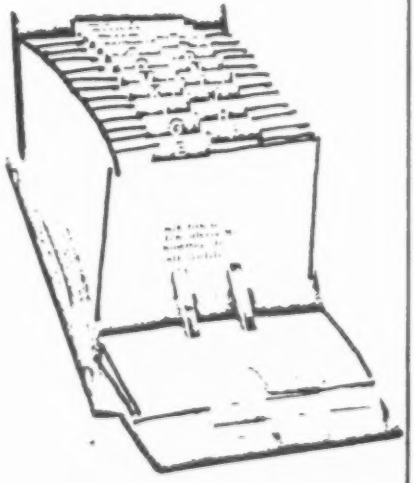
DIRECTIONS: Identify the filing equipment on this page.



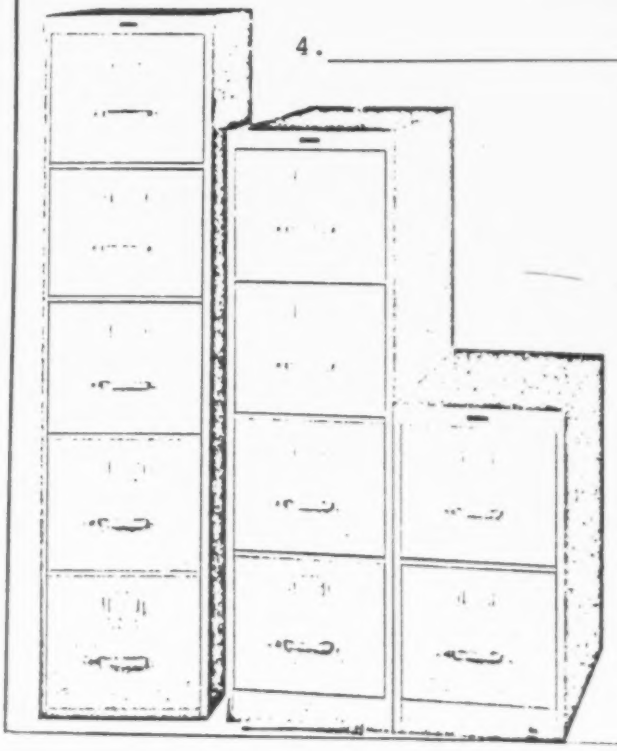
1. _____



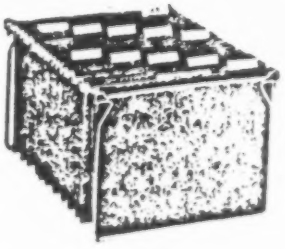
2. _____



3. _____



4. _____



5. _____

6. _____

7. _____

HACER INC/ HISPANIC WOMEN'S CENTER
BILINGUAL VOCATIONAL TRAINING

TASK # 18

ACTIVITY SHEET # 3: VOCATIONAL

DIRECTIONS: Assume you are a file clerk sorting records for an alphabetical file. In what order would you file these customers' records.

Ralph Castle	Joan Harris
J. Carlos Hernandez	Joan H. Harris
Sarah R. Rivera	G. Robert Smith
Sara R. Rivera	John Adams
G. Roberta Samuel	Linda Ballesteros

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____

NAME_____ DATE_____

HACER INC/ HISPANIC WOMEN'S CENTER
BILINGUAL VOCATIONAL TRAINING

TASK # 18

ACTIVITY SHEET # 3: VOCATIONAL

DIRECTIONS: Assume you are a file clerk sorting records for an alphabetical file. In what order would you file these customers' records.

Ralph Castle	Joan Harris
J. Carlos Hernandez	Joan H. Harris
Sarah R. Rivera	G. Robert Smith
Sara R. Rivera	John Adams
G. Roberta Samuel	Linda Ballesteros

1. John Adams
2. Linda Ballesteros
3. Ralph Castle
4. Joan Harris
5. Joan H. Harris
6. J.Carlos Hernandez
7. Sara R. Rivera
8. Sarah R. Rivera
9. G. Roberta Samuel
10. G. Robert Smith

NAME_____ DATE_____

HACER INC./ HISPANIC WOMEN'S CENTER
BILINGUAL VOCATIONAL TRAINING

TASK# 18

ATTACHMENT

STEPS AND TECHNICAL KNOWLEDGE

1. Obtain twenty documents.
2. Arrange the documents alphabetically according to the indexing order.(The surname or last name of a personal name, the first word of a business name)
3. Take the documents to the file cabinet.
4. Open the cabinet and use the file headings to locate the appropriate file to place the document.
5. Make sure you are filing the correct document in each file. (A file that is misfiled is lost)
6. Each document must be placed in the correct order in the files. Read the date on the document. Place the document in the files according to the date on the documents.(example: Place a document dated October 31, behind a document dated October 30 in a file.

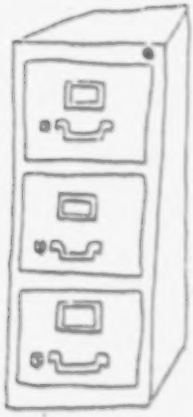
HACER INC./HISPANIC WOMEN'S CENTER
BILINGUAL VOCATIONAL TRAINING

TASK #18

WRITTEN TEST: J.R.ESL
EVALUATION

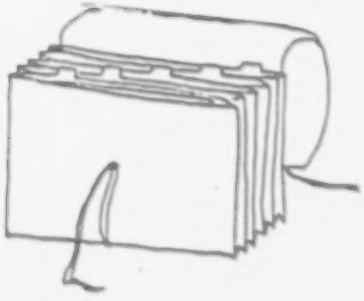
DIRECTIONS: Identify the following types of files, filing systems and filing equipment by placing the name of the object in the blank spaces provided.

1._____



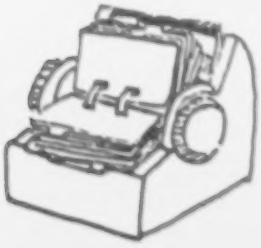
2._____

3._____

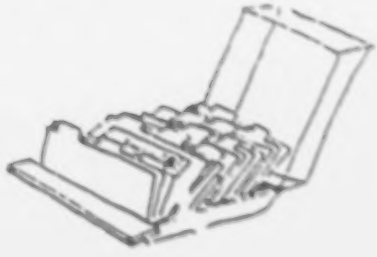


4._____

5._____



6.



7.

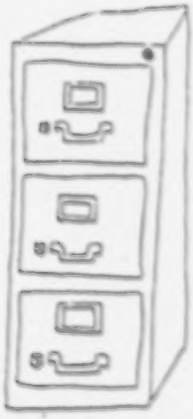
HACER INC./HISPANIC WOMEN'S CENTER
BILINGUAL VOCATIONAL TRAINING

TASK #18

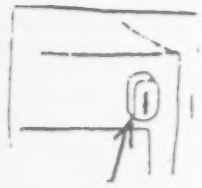
WRITTEN TEST: J.R.ESL
EVALUATION

DIRECTIONS: Identify the following types of files, filing systems and filing equipment by placing the name of the object in the blank spaces provided.

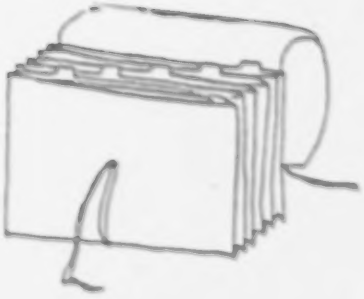
1. Accessible File



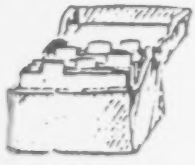
2. Vertical file cabinet



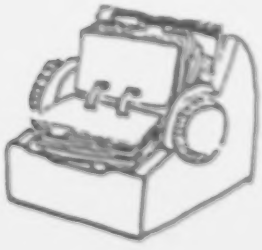
3. Plunger lock



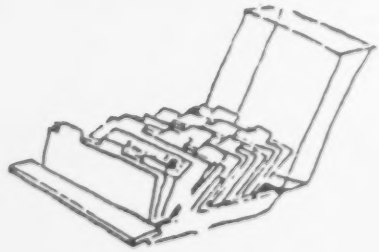
4. Accordion files



5. Card files



6. Rotary files



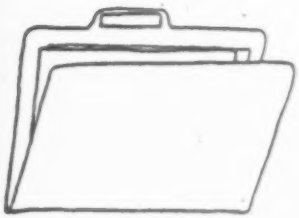
7. Business card file

HACER INC./HISPANIC WOMEN'S CENTER
BILINGUAL VOCATIONAL TRAINING

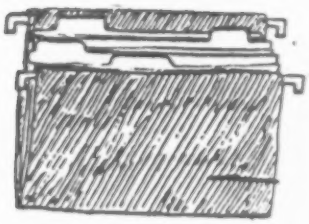
TASK #18

WRITTEN TEST: J.R.ESL
EVALUATION

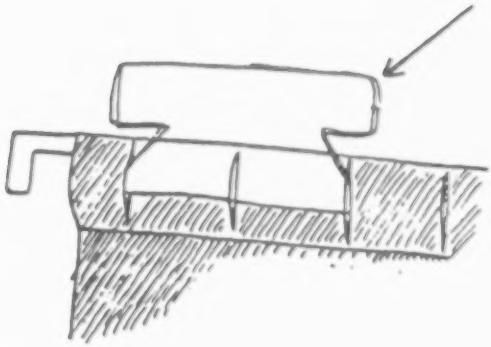
p. 2



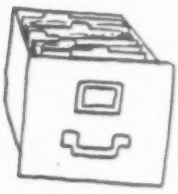
8. File folder



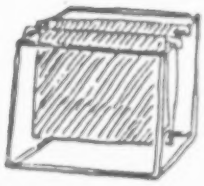
9. Hanging folder



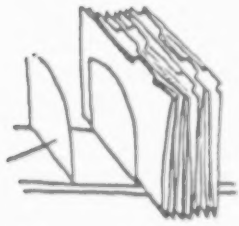
10. Plastic tab



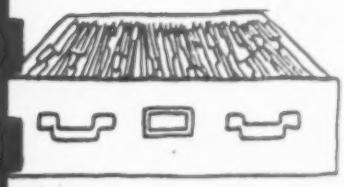
11. File drawer



12. File rack



13. File dividers



14. Lateral file

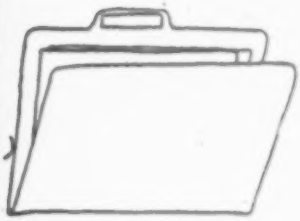
NAME _____ DATE _____

SOURCE: Developed by HACER INC. prior to Grant.

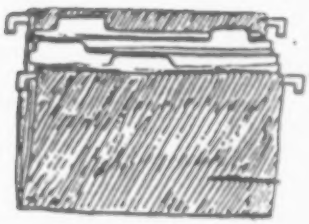
HACER INC./HISPANIC WOMEN'S CENTER
BILINGUAL VOCATIONAL TRAINING

TASK #18

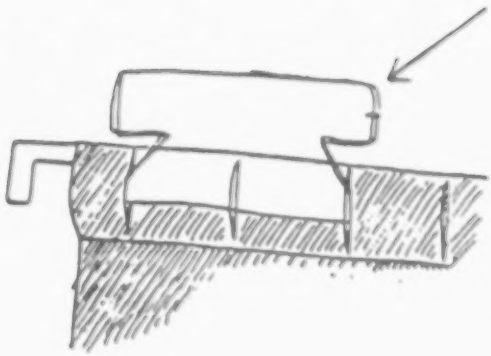
WRITTEN TEST: J.R.ESL EVALUATION



8._____

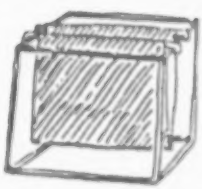


9._____



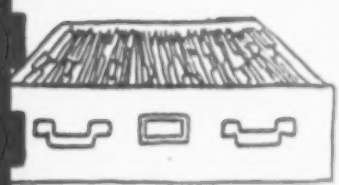
10._____

11._____



12._____

13._____



14._____

NAME_____ DATE_____

RESOURCE: Developed by HACER INC. prior to Grant.

HACER INC./HISPANIC WOMEN'S CENTER
BILINGUAL VOCATIONAL TRAINING

TASK #18
OPERATION SHEET

OPERATION: FILE IN ALPHABETICAL ORDER

I. MATERIALS

a. 20 documents
b. File cabinet

II. PROCEDURE

1. Obtain twenty documents.

2. Arrange the documents alphabetically according to the indexing order.(The surname or last name of a personal name, the first word of a business name)

3. Take the documents to the file cabinet.

4. Open the cabinet and use the file headings to locate the appropriate file to place the document.

5. Make sure you are filing the correct document in each file. (A file that is misfiled is lost)

6. Each document must be placed in the correct order in the files. Read the date on the document. Place the document in the files according to the date on the documents.(example: Place a document dated October 31, behind a document dated October 30 in a file.

HACER INC./HISPANIC WOMEN'S CENTER
BILINGUAL VOCATIONAL TRAINING

TASK #18

ATTACHMENT

STEPS AND TECHNICAL KNOWLEDGE

1. Obtain 20 documents
2. Arrange documents alphabetically in "natural order"
3. List the names of the documents on a sheet of paper
4. Underline the first indexing unit (surname in personal name, first word of business name)
5. Number the remaining units in the names by writing the number that indicates the position or rank in the filing order above them.
6. Arrange the 20 names on the indexing worksheet alphabetically according to indexing order
7. Obtain 20 folders and file labels for each
8. Copy indexed names on labels
9. Affix labels to folders
10. Put documents in folders
11. Store folders in file cabinet.

HACER INC./HISPANIC WOMEN'S CENTER
BILINGUAL VOCATIONAL TRAINING

TASK #18

JOB SHEET

EVALUATION

I. MATERIALS

a. 20 documents
b. File cabinet

II. PROCEDURE

1. Obtain twenty documents.

2. Arrange the documents alphabetically according to the indexing order.(The surname or last name of a personal name, the first word of a business name)

3. Take the documents to the file cabinet.

4. Open the cabinet and use the file headings to locate the appropriate file to place the document.

5. Make sure you are filing the correct document in each file. (A file that is misfiled is lost)

6. Each document must be placed in the correct order in the files. Read the date on the document. Place the document in the files according to the date on the documents.(example: Place a document dated October 31, behind a document dated October 30 in a file.

HACER INC./HISPANIC WOMEN'S CENTER
BILINGUAL VOCATIONAL TRAINING

TASK #18

JOB SHEET

PRACTICE

I. MATERIALS

a. 20 documets
b. File cabinet

II. PROCEDURE
II. PROCEDURE

1. Obtain twenty documents.

2. Arrange the documents alphabetically according to the indexing order.(The surname or last name of a personal name, the first word of a business name)

3. Take the documents to the file cabinet.

4. Open the cabinet and use the file headings to locate the appropriate file to place the document.

5. Make sure you are filing the correct document in each file. (A file that is misfiled is lost)

6. Each document must be placed in the correct order in the files. Read the date on the document. Place the document in the files according to the date on the documents.(example: Place a document dated October 31, behind a document dated October 30 in a file.

HACER INC./HISPANIC WOMEN'S CENTER
BILINGUAL VOCATIONAL TRAINING

TASK # 18

PERFORMANCE TEST			
TASK: File in alphabetical order.			
Directions: Demonstrate mastery of filing alphabetically by doing the following:			
This test evaluates your ability to: File in alphabetical order. Given 20 documents, file them in alphabetical order with 100% accuracy.			
No.	Your performance will be evaluated using the items below. All must be "YES"	YES	NO
1.	Were the documents arranged alphabetically according to the indexing order ?		
2.	Were the documents placed in the correct files ?		
3.	Were the documents placed in the correct order by date in each file ?		
4.			
5.			
6.			
7.			
8.			
9.			
10.			

Trainee	Date	Attempts	Instructor's Signature

TASK # 19
FILE BY SUBJECT

RELATED COMMUNICATIVE TASK: Read for factual information.

VOCATIONAL TASK: #19 File by subject.

PERFORMANCE OBJECTIVE: Given 20 documents, file by subject with 100% accuracy.

STEPS AND TECHNICAL KNOWLEDGE	TECHNICAL TERMS	LANGUAGE FUNCTIONS	STRUCTURES
1. 2. 3. SEE ATTACHMENT 4. 5. 6. 7. 8. 9. 10. 11. 12. 13. 14. 15.	Cross-reference File folders Subject label Subject filing	COMMUNICATIVE SKILLS Passive: reading FUNCTIONS Categorizing Identifying parts of speech Identifying synonyms	Common nouns Proper nouns

TOOLS AND MATERIALS

Documents
Labels
File folders
File cabinet

BACKGROUND KNOWLEDGE

Knowledge of alphabetizing.

SAFETY

Careful of paper edges.
Careful of metal drawers.

ATTITUDES

Concentrate on proper sequence of filing.
Concentrate on proper alphabetizing sequence.

LEARNING ACTIVITIES AND RESOURCES

VOCATIONAL

1. LEARNING STRATEGIES
   a. Facilitator demonstrates file arrangement and procedures for filing by subject.
   b. Review indexing rules.
   c. Practice activities # 1,2,3,4.
   d. Hands-on practice (individual)
      Participants file documents by subject.
2. EVALUATION
   Review of activity sheets for individual results.
3. RESOURCES
   a. Operation, Job, Activity & Information Sheets.
   b. Facilitator.
   c. Alphabetic Indexing - Guthrie.
   d. Arco Civil Service Test Tutor
   e. HACER INC. business office

J.R.ESL

1. LEARNING STRATEGIES
   a. Lecture on ways of generalizing about specific information and importance of categorizing.
   b. Lecture on cross-referencing and identification of synonyms.
   c. Participants practice language functions and structures, Activity Sheets #1,2,3,4,5,6.
2. EVALUATION
   Performance Test
3. RESOURCES
   a. Facilitator.
   b. Activity Sheets.

HACER INC/HISPANIC WOMEN'S CENTER

BILINGUAL VOCATIONAL TRAINING

TASK #19

INFORMATION SHEET: FILING BY SUBJECT

I. INTRODUCTION:

Some materials must be classified by subject instead of by name. These files would cover industries rather than business names or individual names.

Examples of Subject Files would be "Suppliers", "Personnel". "Meetings", "Form Letters".

In installing and using subject files you must be very careful to:

1. Avoid choosing a heading for a subject file until you have organized and know the material in that file.
2. Make the list simple to avoid confusion.
3. Subject headings must be specific.
4. Select nouns for your subject file headings.

II. ORGANIZATION:

1. The papers in a subject folder must be arranged by date with the latest date to the front.
2. In a subject file with assorted materials, the materials must be filed alphabetically.
3. When a particular subject in a file with assorted materials contains more than 10 papers, you should make a separate file for it.

III. SUBJECT INDEX:

In a large companies where large files are kept. A subject index is necessary. A subject index is an index card box which contains 5" x 7" index cards. On each index card is a subject followed by a list of sub-headings (materials in that subject file).

IV. OUT-CARDS:

Out-Cards are used to insure that no material is lost. An out-card is an index card that is affixed to the subject file folder. When a file is taken out of the department, the person that removes it must write: The date it was removed, the date it is to be returned and their name.

TASK #19

INFORMATION SHEET
p. 2

V. TRANSFILES:

Subject files are sometimes arranged in transfer files or (transfiles).

Transfiles are made of cardboard and have to be assembled.

How to organize transfer files

1. Plan your transfer file in advance.
2. Transfer files that are only occassionally needed.
3. Date your files before arranging.
4. Date and label the front of the transfile.

TASK #19

INFORMATION SHEET: FILING TIPS

WAYS TO PREVENT MISFILING

a. Make sure papers to be filed are clearly identified as to name, subject, and file name or number. Then you won't have to read the whole thing when you have to refile.
b. Label every file clearly. Type the labels.
c. Make full use of color-coding.
d. Don't overload folders.
e. Don't pack drawers too tightly. Leave four to six inches of working and expansion space for better visibility and ease of working.
f. Be sure to use a "charge-out" card whenever material is removed from the files. You can buy these ready made. They have space for notes about who has the files.
g. Use hanging folders whenever you can to keep your filing neat and to keep folders from sliding down to the bottom of the drawer.

WHEN TO MAKE A SEPARATE FOLDER

A good rule to follow is to make a separate folder for any category that contains five or more pieces of paper. Subdividing into two or more folders is really time saving and economical. The smaller the package, the less time it takes to find what you need.

FINDING LOST MATERIAL

Records usually become lost because they have been misfiled, or not filed at all. Here are some steps for locating missing papers:

a. Look for a similar name or number in the drawer above or below the one in which the papers should be located.
b. Check the folders in front of and behind the one in which the papers belong. Check the bottom of the file and between the folders, in case the material was slipped in by mistake.
c. Has the name been confused with a similar sounding one? Or were the letters in the name transposed when the papers were typed?
d. Check your own pending tray.
e. Check the pending trays of other people who may be concerned with the matter.
f. Search your manager's office.
g. Have your manager check his briefcase.

USE ENOUGH CROSS-REFRENCING

When a record comes to file that covers more than one subject, the original should be placed under the most important subject. A copy must go under the subject or subjects of secondary importance. Mark both the original and copy to indicate the cross-filing.

TASK #19

TECHNICAL TERMS:

CROSS-REFERENCE:	a reference from one part of a book etc., to a word, item, in another part.
FILE FOLDER:	an outer cover, usually a folded sheet of light cardboard, for papers.
SUBJECT FILING:	to file by subject method or by category.
SUBJECT LABEL:	a label affixed on a file which identifies the subject of that particular file.
TRANSFILE:	a cardboard file drawer(s) which is usually used to store documents no longer needed for current reference.

HACER, INC./ HISPANIC WOMEN'S CENTER
BILINGUAL VOCATIONAL TRAINING

TASK #19

ACTIVITY SHEET #1: J.R.ESL

COMMUNICATIVE TASK: Identifying and using synonyms

DIRECTIONS: You have two sets of files and you need to cross reference them. Look at the files in Column B, find information. Then tag the file in Column A with a cross reference mark (See ...).

EXAMPLE: TAG
1. Bills See Payments

COLUMN A	TAG	COLUMN B
1. Bills	See Payments	Calculators
2. Clerical Workers	_____	Data processors
3. Computers	_____	Employment Opportunities
4. Computing machine	_____	Filing supplies
5. Copiers	_____	Inventory
6. Domestic mail	_____	Legal papers
7. Duplicating machines	_____	Office workers
8. Filing equipment	_____	Offset duplication
9. Job opportunities	_____	Mail system
10. Legal documents	_____	Payments
11. Shipping	_____	Photocopier
12. Stocks	_____	United Parcel Service

NAME: _____ DATE: _____

HACER, INC./ HISPANIC WOMEN'S CENTER
BILINGUAL VOCATIONAL TRAINING

TASK #19

ACTIVITY SHEET #1: J.R.ESL

COMMUNICATIVE TASK: Identifying and using synonyms

DIRECTIONS: You have two sets of files and you need to cross reference them. Look at the files in Column B, find information. Then tag the file in Column A with a cross reference mark (See...).

EXAMPLE:

	TAG
1. Bills	See Payments

COLUMN A	TAG	COLUMN B
1. Bills	See Payments	Calculators
2. Clerical Workers	See Office Workers	Data processors
3. Computers	See Data Processors	Employment Opportunities
4. Computing machine	See Calculators	Filing supplies
5. Copiers	See Photocopier	Inventory
6. Domestic mail	See Mail System	Legal papers
7. Duplicating machines	See Offset Duplication	Office workers
8. Filing equipment	See Filing Supplies	Offset duplication
9. Job opportunities	See Employment Opportunities	Mail system
10. Legal documents	See Legal Papers	Payments
11. Shipping	See United Parcel Service	Photocopier
12. Stocks	See Inventory	United Parcel Service

NAME: _____ DATE: _____

HACER INC./HISPANIC WOMEN'S CENTER
BILINGUAL VOCATIONAL TRAINING

TASK #19
ACTIVITY SHEET #2: J.R.ESL

COMMUNICATIVE TASK: Categorize information utilizing proper and common nouns

DIRECTIONS: Identify the proper nouns and common nouns in each company name. List the company names without writing the activity or product part of the name.

	COMPANY NAME	NOUNS
Ex.	1. Everguard Burglar Alarms	1. Everguard
	2. Unique Eyewear, Inc.	2.
	3. Stylecrest Fabrics, Inc.	3.
	4. Kold Wave Air Conditioners	4.
	5. Suburban Homes, Inc.	5.
	6. Nation Security Systems	6.
	7. Worth Seeing Optical, Ltd.	7.
	8. WestSide Air Conditioning	8.
	9. Urban Living, Inc.	9.
	10. Holmes Protection, Inc.	10.
	11. Silk Surplus, Inc.	11.
	12. Air-Temp Cooling Systems	12.
	13. Sears Alarm Systems	13.
	14. Mikado Realty, Corp.	14.
	15. The Vision Center, Inc.	15.
	16. City Properties, Inc.	16.
	17. Kool Fast Ventillation Systems	17.
	18. Rosen & Chadick Textiles	18.
	19. Electro Security Corp.	19.
	20. Cohen Fashion Optical	20.
	21. Apartment World, Inc.	21.
	22. Patterson Woolens Co.	22.
	23. World Opticians, Inc.	23.

NAME _____ DATE _____

HACER INC./HISPANIC WOMEN'S CENTER
BILINGUAL VOCATIONAL TRAINING

TASK #19
ACTIVITY SHEET #2: J.R.ESL

COMMUNICATIVE TASK: Categorize information utilizing proper and common nouns

DIRECTIONS: Identify the proper nouns and common nouns in each company name. List the company names without writing the activity or product part of the name.

	COMPANY NAME		NOUNS
1.	Everguard Burglar Alarms	1.	Everguard
2.	Unique Eyewear, Inc.	2.	Unique
3.	Stylecrest Fabrics, Inc.	3.	Stylecrest
4.	Kold Wave Air Conditioners	4.	Kold Wave
5.	Suburban Homes, Inc.	5.	Suburban
6.	Nation Security Systems	6.	Nation
7.	Worth Seeing Optical, Ltd.	7.	Worth Seeing
8.	WestSide Air Conditioning	8.	WestSide
9.	Urban Living, Inc.	9.	Urban
10.	Holmes Protection, Inc.	10.	Holmes
11.	Silk Surplus, Inc.	11.	Silk
12.	Air-Temp Cooling Systems	12.	Air-Temp
13.	Sears Alarm Systems	13.	Sears
14.	Mikado Realty, Corp.	14.	Mikado
15.	The Vision Center, Inc.	15.	Vision
16.	City Properties, Inc.	16.	City
17.	Kool Fast Ventillation Systems	17.	Kool Fast
18.	Rosen & Chadick Textiles	18.	Rosena Chadick
19.	Electro Security Corp.	19.	Electro
20.	Cohen Fashion Optical	20.	Cohen
21.	Apartment World, Inc.	21.	Apartment
22.	Patterson Woolens Co.	22.	Patterson
23.	World Opticians, Inc.	23.	World

NAME_____ DATE_____

MACER, INC./HISPANIC WOMEN'S CENTER
BILINGUAL VOCATIONAL TRAINING

TASK #19

ACTIVITY SHEET #3 J.R.ESL

COMMUNICATIVE TASK: Identify categories

DIRECTIONS: In each of the following groups of companies numbered from 1 to 4, one company does not belong in the group.
1) Indicate which one does not belong to the group by marking an "x" next to it.
2) Give a name to the category of each group.

EXAMPLE:

Name of Category

_____ Metropolitan Business Products
__x__ Gestetner Copying Systems
_____ Keystone Office Products, Inc.
_____ Leslie Office Supply Co.
_____ Albright Office Equipment

Office Supply Companies

GROUP

1.
_____ Stereo/Video Warehouse, Inc.
_____ Grand Central Stereo Co.
_____ Stereo Exchange, Inc.
_____ Bryce Audio Video Center
_____ J & R Music World

_____

2.
_____ RCA Phone Systems, Inc.
_____ United Technologies Communications Co
_____ Telephones Unlimited, Inc.
_____ International Business Phone Co.
_____ Phone City, Inc.

_____

3.
_____ National Health Insurance
_____ National Benefit Life Insurance Co.
_____ Liberty Mutual Hospitalization Coverage Inc.
_____ Health Insurance Plan of Greater N.Y.
_____ Blue Cross/Blue Shield

_____

4.
_____ Metropolitan Courier Systems
_____ Purolator Courier
_____ Express Mail U.S. Postal Service
_____ Dumor Delivery Systems
_____ DHL Worldwide Courier Express

_____

NAME_____ 201 DATE_____

HACER, INC./HISPANIC WOMEN'S CENTER
BILINGUAL VOCATIONAL TRAINING

TASK #19

ACTIVITY SHEET #3 J.R.ESL

COMMUNICATIVE TASK: Identify categories

DIRECTIONS: In each of the following groups of companies, one company is in the wrong group. Indicate which one does not belong to the group by marking an "X" next to it. Then give a name to the whole group.

EXAMPLE:

		Name of category
_____	Metropolitan Business Products	Office Supply Companies
__X__	Gestetner Copying Systems	
_____	Keystone Office Products, Inc.	
_____	Leslie Office Supply Co.	
_____	Albright Office Equipment	

GROUP

1.

_____	Stereo/Video Warehouse, Inc.	Audio-Visual
_____	Grand Central Stereo Co.	
_____	Stereo Exchange, Inc.	
_____	Bryce Audio Video Center	
__x__	J & R Music World	

2.

_____	RCA Phone Systems, Inc.	Telephone Communications
__x__	United Technologies Communications Co	
_____	Telephones Unlimited, Inc.	
_____	International Business Phone Co.	
_____	Phone City, Inc.	

3.

_____	National Health Insurance	Health Insurance
__x__	National Benefit Life Insurance Co.	
_____	Liberty Mutual Hospitalization Coverage Inc.	
_____	Health Insurance Plan of Greater N.Y.	
_____	Blue Cross/Blue Shield	

4.

_____	Metropolitan Courier Systems	Courier Services
_____	Purolator Courier	
_____	Express Mail U.S. Postal Service	
__x__	Dumor Delivery Systems	
_____	DHL Worldwide Courier Express	

HACER INC./HISPANIC WOMEN'S CENTER
BILINGUAL VOCATIONAL TRAINING

TASK #19

ACTIVITY SHEET #4: J.R.ESL

COMMUNICATIVE TASK: Determine relevant part(s) of title, Identify Nouns.

DIRECTIONS: Identify the NOUN in each of the following business names that would be used as the subject heading when filing by subject. Place the nouns in the spaces provided.

	BUSINESS NAMES	NOUN
1.	Acme Advertising Co.	1. Advertising
2.	Small Business Association	2. _____
3.	IBM Equipment Contract	3. _____
4.	Ace Equipment	4. _____
5.	Baldor Office Suppliers	5. _____
6.	A.B. Dick Duplicating Machines	6. _____
7.	Royal Typewriter Repairs	7. _____
8.	3M Calculator Company	8. _____
9.	January-June 19 Financial Report	9. _____
10.	Baron Art Supplies	10. _____
11.	Metropolitan Insurance Co.	11. _____
12.	Black Star Shipping Co.	12. _____
13.	Citizen Bank & Trust Co.	13. _____
14.	New York Telephone Co.	14. _____
15.	B&W Construction Co.	15. _____
16.	South Western Publishing Co.	16. _____
17.	Dow Chemical Co.	17. _____
18.	Town and Country Limousine	18. _____
19.	Apple Computers	19. _____

NAME _____ DATE _____

HACER INC./HISPANIC WOMEN'S CENTER
BILINGUAL VOCATIONAL TRAINING

TASK #19

ACTIVITY SHEET #4 J.R.ESL

COMMUNICATIVE TASK: Determine relevant part(s) of title, Identify Nouns.

DIRECTIONS: Identify the NOUN in each of the following business names that would be used as the subject heading when filing by subject. Place the nouns in the spaces provided.

	BUSINESS NAMES		NOUN
1.	Acme Advertising Co.	1.	Advertising
2.	Small Business Association	2.	Association
3.	IBM Equipment Contract	3.	Contract
4.	Ace Equipment	4.	Equipment
5.	Baldor Office Suppliers	5.	Office
6.	A.B. Dick Duplicating Machines	6.	Duplicating
7.	Royal Typewriter Repairs	7.	Typewriter
8.	3M Calculator Company	8.	Calculator
9.	January-June 19 Financial Report	9.	Report
10.	Baron Art Supplies	10.	Supplies
11.	Metropolitan Insurance Co.	11.	Insurance
12.	Black Star Shipping Co.	12.	Shipping
13.	Citizen Bank & Trust Co.	13.	Bank
14.	New York Telephone Co.	14.	Telephone
15.	B&W Construction Co.	15.	Construction
16.	South Western Publishing Co.	16.	Publishing
17.	Dow Chemical Co.	17.	Chemical
18.	Town and Country Limousine	18.	Limousine
19.	Apple Computers	19.	Computers

NAME _____ 204 DATE _____

HACER, INC./HISPANIC WOMEN'S CENTER
BILINGUAL VOCATIONAL TRAINING

TASK #19

ACTIVITY SHEET #5: J.R.ESL

COMMUNICATIVE TASK: Identify various categories.

DIRECTIONS: Name at least 2 different categories under which you could file each of these organizations.

ORGANIZATION	FILING CATEGORIES	
1. IBM	1. Computer	Typewriters
2. Blue Cross/Blue Shield	2.	
3. St. Mary's Catholic School	3.	
4. Steven's Home Entertainment Center	4.	
5. Metropolitan Office Machines	5.	
6. Lanier Complete Copy Systems	6.	
7. International Communications Systems	7.	
8. Automated Accounting Systems, Inc.	8.	
9. Aire-Line Courier Service, Inc.	9.	
10. Altec Sound Equipment Corp.	10.	
11. American Express	11.	
12. Scarsdale News Network	12.	

NAME_____ DATE_____

HACER, INC./HISPANIC WOMEN'S CENTER
BILINGUAL VOCATIONAL TRAINING

TASK #19

ACTIVITY SHEET #5: J.R.ESL

COMMUNICATIVE TASK: Identify various categories.

DIRECTIONS: Name at least 2 different categories under which you could file each of these organizations.

ORGANIZATION	FILING CATEGORIES	
1. IBM	1. Computer	Typewriters
2. Blue Cross/Blue Shield	2. Insurance	Blue Cross
3. St. Mary's Catholic School	3. Schools	Catholic
4. Steven's Home Entertainment Center	4. Entertainment	Recreation
5. Metropolitan Office Machines	5. Office Machines	Office Products
6. Lanier Complete Copy Systems	6. Copying Machines	Reproducti
7. International Communications Systems	7. Communication	Audio-Visu
8. Automated Accounting Systems, Inc.	8. Accounting	Automated
9. Aire-Line Courier Service, Inc.	9. Courier	Messenger
10. Altec Sound Equipment Corp.	10. Sound	Audio Equipment
11. American Express	11. Credit Cards	Travel
12. Scarsdale News Network	12. T.V. Stations	News Network

NAME_____ DATE_____

HACER INC./HISPANIC WOMEN'S CENTER
BILINGUAL VOCATIONAL TRAINING

TASK #19
ACTIVITY SHEET #6: J.R.ESL

COMMUNICATIVE TASK: Categorizing information

DIRECTIONS: The following company names can be divided into general categories. Decide what the general categories are; then list each company name under the corresponding category.

CATEGORIES

Security Opticals Textiles Real Estate Air Conditioning

COMPANY NAMES	CATEGORY
1. Everguard Burglar Alarms	1. SECURITY
2. Unique Eyewear, Inc.	2.
3. Stylecrest Fabrics, Inc.	3.
4. Kold Wave Air Conditioners	4.
5. Suburban Homes, Inc.	5.
6. Nation Security Systems	6.
7. Worth Seeing Optical, Ltd.	7.
8. West-Side Air Conditioning	8.
9. Urban Living, Inc.	9.
10. Holmes Protection, Inc.	10.
11. Silk Surplus Company	11.
12. Air-Temp Cooling Systems	12.
13. Sears Alarm Systems	13.
14. Mikado Realty Corporation	14.
15. Patterson Woolens Company	15.

NAME _____ DATE _____

HACER INC./HISPANIC WOMEN'S CENTER
BILINGUAL VOCATIONAL TRAINING

TASK #19
ACTIVITY SHEET #6: J.R.ESL

COMMUNICATIVE TASK: Categorizing information

DIRECTIONS: The following company names can be divided into general categories. Decide what the general categories are; then list each company name under the corresponding category.

CATEGORIES

Security Opticals Textiles Real Estate Air Conditioning

COMPANY NAMES	CATEGORY
1. Everguard Burglar Alarms	1. SECURITY
2. Unique Eyewear, Inc.	2. OPTICALS
3. Stylecrest Fabrics, Inc.	3. TEXTILES
4. Kold Wave Air Conditioners	4. AIR CONDITIONING
5. Suburban Homes, Inc.	5. REAL ESTATE
6. Nation Security Systems	6. SECURITY
7. Worth Seeing Optical, Ltd.	7. OPTICALS
8. West-Side Air Conditioning	8. AIR CONDITIONING
9. Urban Living, Inc.	9. REAL ESTATE
10. Holmes Protection, Inc.	10. SECURITY
11. Silk Surplus Company	11. TEXTILES
12. Air-Temp Cooling Systems	12. AIR CONDITIONING
13. Sears Alarm Systems	13. SECURITY
14. Mikado Realty Corporation	14. REAL ESTATE
15. Patterson Woolens Company	15. TEXTILES

NAME_____ DATE_____

HACER INC/HISPANIC WOMEN'S CENTER

BILINGUAL VOCATIONAL TRAINING

TASK #19

ACTIVITY SHEET #1: VOCATIONAL

DIRECTIONS: Under what subject would you file the list of firms or individuals listed below? Make your selection from the "Subjects" list and write it in the space provided.

SUBJECTS

Car Dealers
Art Galleries
Book Dealers-Retail
Electronic Equipment & Supplies
Employment Agencies
Hotels & Motels
Importers
Lawyers
Physicians & Surgeons
Printers
Real Estate
Restaurants
Schools
Wedding Supplies & Services

NAME OF FIRM OR INDIVIDUAL	SUBJECT FILE
1. Dr. Rolando Laserie	1. Physicians and Surgeons
2. John's One Day Printers	2. _____
3. Villa's Computer Supplies	3. _____
4. Little House Nursery School	4. _____
5. El Greco Restaurant	5. _____
6. Bolivar Book Store	6. _____
7. Honest Abe Chevrolet	7. _____
8. All Jobs Agency	8. _____
9. Last Chance Motel	9. _____
10. Casbath Rug Importers	10. _____
11. Zapata Art Sales	11. _____
12. Porfirio Bonifacio Esq.	12. _____
13. Ponce Realtors	13. _____
14. Tearful Mom Wedding Caterers	14. _____

NAME _____ DATE _____

HACER INC/HISPANIC WOMEN'S CENTER

BILINGUAL VOCATIONAL TRAINING

TASK #19

ACTIVITY SHEET #1: VOCATIONAL

DIRECTIONS: Under what subject would you file the list of firms or individuals listed below? Make your selection from the "Subjects" list and write it in the space provided.

SUBJECTS

Car Dealers
Art Galleries
Book Dealers-Retail
Electronic Equipment & Supplies
Employment Agencies
Hotels & Motels
Importers
Lawyers
Physicians & Surgeons
Printers
Real Estate
Restaurants
Schools
Wedding Supplies & Services

NAME OF FIRM OR INDIVIDUAL	SUBJECT FILE
1. Dr. Rolando Laserie	1. Physicians and Surgeons
2. John's One Day Printers	2. Printers
3. Villa's Computer Supplies	3. Electronic Equipment & Supplie
4. Little House Nursery School	4. Schools
5. El Greco Restaurant	5. Restaurants
6. Bolivar Book Store	6. Book Dealers Retail
7. Honest Abe Chevrolet	7. Car Dealers
8. All Jobs Agency	8. Employment Agencies
9. Last Chance Motel	9. Hotels and Motels
10. Casbath Rug Importers	10. Importers
11. Zapata Art Sales	11. Art Galleries
12. Porfirio Bonifacio Esq.	12. ~~Lawyers~~
13. Ponce Realtors	13. Real Estate
14. Tearful Mom Wedding Caterers	14. Wedding Supplies and Services

NAME _____ DATE _____

HACER INC./HISPANIC WOMEN'S CENTER
BILINGUAL VOCATIONAL TRAINING

TASK #19

ACTIVITY SHEET #2: VOCATIONAL

DIRECTIONS: Arrange the following list of files in alphabetical order and then write each file name in its correct subject file.

FILES

National Bank of Miami, Florida
Reliable Stores
Citibank
Bonwit Teller Fashions
Blanca Moreira (Employee)
IBM International Business Machines
National Bank of Miami, Ohio
Fashion Design Outlet
Pathmark Supermarkets
Apple Computer
Banco Federal de Puerto Rico
Alexander's
Jose Pagan, Cashier
Hewlett Packard Business Machines
Rome Associated Supermarket
Walton Department Stores
George Anderson (Employee)
The Daily News
The New York Times
Popular Shirt Co.
East Lansing Savings Bank
The New York Post.
Mark Knoppler, Accountant
El Diario La Prensa
Silvia Rivera, Secretary
Alice Sigmund, Receptionist
Delta Computers
Banco Nacional de Castro Viejo
Rome Savings Bank, New York
Hitech Computer Co.

SUBJECT FILES

BANKS	COMPUTERS	EMPLOYEES
Nat'l Bank of Miami, Fla CITIBANK Nat'l Bank of Miami, OH Banco Fed. de P.R. East Lansing Savings Banco Nac. de Castroviejo Rome Savings Bank, NY		

FASHION	FOOD	NEWSPAPERS

RETAIL OUTLETS

NAME _____ DATE _____

HACER INC./HISPANIC WOMEN'S CENTER
BILINGUAL VOCATIONAL TRAINING

TASK #19

ACTIVITY SHEET #2: VOCATIONAL

DIRECTIONS: Arrange the following list of files in alphabetical order and then write each file name in its correct subject file.

FILES

National Bank of Miami, Florida
Reliable Stores
Citibank
Bonwit Teller Fashions
Blanca Moreira (Employee)
IBM International Business Machines
National Bank of Miami, Ohio
Fashion Design Outlet
Pathmark Supermarkets
Apple Computer
Banco Federal de Puerto Rico
Alexander's
Jose Pagan, Cashier
Hewlett Packard Business Machines
Rome Associated Supermarket
Walton Department Stores
George Anderson (Employee)
The Daily News
The New York Times
Popular Shirt Co.
East Lansing Savings Bank
The New York Post.
Mark Knoppler, Accountant
El Diario La Prensa
Silvia Rivera, Secretary
Alice Sigmund, Receptionist
Delta Computers
Banco Nacional de Castro Viejo
Rome Savings Bank, New York
Hitech Computer Co.

SUBJECT FILES

BANKS	COMPUTERS	EMPLOYEES
NAT'L Bank of Miami Fla CITIBANK NAT'L Bank of Miami OH Banco Fed. de P.R. East Lansing Savings Banco Nac. de Castroviejo Rome Savings Bank,NY	IBM Int'l Bus. Mach. APPLE Computer Hewlett Packard Bus. Mac. Delta Computers Hitech Computers	Blanca Moreira Jose Pagan Mark Knoppler Silvia Rivera Alice Sigmund

FASHION	FOOD	NEWSPAPERS
Bonwit Teller Fashions Fashion Design Outlet Alexander's Popular Sheet Co.	Pathmark Supermarkets Rome Associated Supermarket	The Daily News The N.Y. Times The N.Y. Post El Diario-La Prensa

RETAIL OUTLETS
Reliable Stores Walton Department Stores

NAME DATE

HACER INC./HISPANIC WOMEN'S CENTER
BILINGUAL VOCATIONAL TRAINING

TASK #19

ACTIVITY SHEET #3: VOCATIONAL

DIRECTIONS: One of the five classes of employment, lettered (A) to (E), may be applied to each of the individuals listed below. Choose as your answer the capital letter of the class in which that name may best be placed.

CLASS OF WORK

(A) Clerical (B) Educational
(C) Investigational (D) Mechanical
(E) Art

NAME AND OCCUPATION

1. John M. Devine	____	Stenographer
2. G. D. Wahl	____	Lawyer
3. Harry B. Allen	____	Typewriter Repairman
4. M. C. Walton	____	Elevator Operator
5. Lewis E. Reigner	____	Typist
6. John G. Cook	____	Electrician
7. H. B. Allen	____	Reporter
8. Walter E. Jenkins	____	Doctor
9. Clifford H. Wrenn	____	Telephone Operator
10. H. A. Schwartz	____	Plumber
11. Harry Gruber	____	Locksmith
12. Ely Fairbanks	____	Sculptor
13. Abraham Hohing	____	Radio Repairman
14. Samuel Tapft	____	Laundry Driver
15. William M. Murray	____	Advertising Layout Man
16. Hyman E. Oral	____	Motion Picture Operator
17. L. A. Kurtz	____	Director of a Nursery School
18. Richard H. Hunter	____	Painter of Miniatures
19. Lewis F. Kosch	____	Radio Announcer
20. Marion L. Young	____	Assistant Director of a University Ext. Program
21. Karl W. Hisgen	____	Printer
22. E. T. Williams	____	Varitype Operator
23. H. B. Enderton	____	Mimeograph Operator
24. Robert F. Hallock	____	Proofreader
25. Joseph L. Hardin	____	Detective
26. E. B. Gjelsteen	____	Social Worker
27. Carter B. Magruder	____	Coppersmith
28. Wilber R. Pierce	____	Flutist
29. Russell G. Smith	____	Carpenter
30. Wilber S. Nye	____	Singer
31. David Larr	____	Instructor in Barbering
32. Oliver M. Barton	____	Band Leader
33. E. Oliver Parmly	____	Copyholder
34. C. Parul Summerall	____	Blacksmith
35. Louis Friedersdorff	____	Chemical Research Worker
36. Daniel E. Healy	____	Dir. of Worker's Education in an Industrial union
37. Howard Kessinger	____	Player of Tympani
38. John B. Horton	____	Cataloguer
39. Frank S. Kirkpatrick	____	Supervisor of a filing system
40. William H. Bertsch	____	Oil Burner Installer

NAME_____ DATE_____

RESOURCE: Arco Civil Service Test Tutor, File Clerk/General File Clerk. Arco Pub. Co.

HACER INC./HISPANIC WOMEN'S CENTER
BILINGUAL VOCATIONAL TRAINING

TASK #19

ACTIVITY SHEET #3: VOCATIONAL

DIRECTIONS: One of the five classes of employment, lettered (A) to (E), may be applied to each of the individuals listed below. Choose as your answer the capital letter of the class in which that name may best be placed.

CLASS OF WORK

(A) Clerical (B) Educational
(C) Investigational (D) Mechanical
(E) Art

NAME AND OCCUPATION

1. John M. Devine	a	Stenographer
2. G. D. Wahl	c	Lawyer
3. Harry B. Allen	d	Typewriter Repairman
4. M. C. Walton	d	Elevator Operator
5. Lewis E. Reigner	a	Typist
6. John G. Cook	d	Electrician
7. H. B. Allen	c	Reporter
8. Walter E. Jenkins	b	Doctor
9. Clifford H. Wrenn	a	Telephone Operator
10. H. A. Schwartz	d	Plumber
11. Harry Gruber	d	Locksmith
12. Ely Fairbanks	e	Sculptor
13. Abraham Hohing	d	Radio Repairman
14. Samuel Tapit	d	Laundry Driver
15. William M. Murray	e	Advertising Layout Man
16. Hyman E. Oral	d	Motion Picture Operator
17. L. A. Kurtz	b	Director of a Nursery School
18. Richard H. Hunter	e	Painter of Miniatures
19. Lewis F. Kosch	a	Radio Announcer
20. Marion L. Young	b	Assistant Director of a University Ext. Program
21. Karl W. Hisgen	d	Printer
22. E. T. Williams	a	Varitype Operator
23. H. B. Enderton	a	Mimeograph Operator
24. Robert F. Hallock	a	Proofreader
25. Joseph L. Hardin	c	Detective
26. E. B. Gjelsteen	c	Social Worker
27. Carter B. Magruder	d	Coppersmith
28. Wilber R. Pierce	e	Flutist
29. Russell G. Smith	d	Carpenter
30. Wilber S. Nye	e	Singer
31. David Larr	b	Instructor in Barbering
32. Oliver M. Barton	e	Band Leader
33. E. Oliver Parmly	d	Copyholder
34. C. Parul Summerall	d	Blacksmith
35. Louis Friedersdorff	c	Chemical Research Worker
36. Daniel E. Healy	b	Dir. of Worker's Education in an Industrial union
37. Howard Kessinger	e	Player of Tympani
38. John B. Horton	a	Cataloguer
39. Frank S. Kirkpatrick	a	Supervisor of a filing system
40. William H. Bertsch	d	Oil Burner Installer

NAME _____ DATE _____

RESOURCE: Arco Civil Service Test Tutor, File Clerk/General File Clerk. Arco Pub. Co.

HACER INC./HISPANIC WOMEN'S CENTER
BILINGUAL VOCATIONAL TRAINING

TASK #19

ACTIVITY SHEET #4: VOCATIONAL

DIRECTIONS: From the items (a) through (d) under each subject heading, mark an "x" next to the item that does not belong under that subject heading.

Subject Heading

I. Accounting

___ a. Accounts Payable

___ b. Payroll

___ c. Bank statements

___ d. Newsletter

II. Budgets

___ a. Salaries

___ b. Publicity photos

___ c. Fiscal year expenses

___ d. Office supplies

III. Taxes

___ a. Federal

___ b. State

___ c. Insurance

___ d. Local

IV. Contracts

___ a. Equipment rental

___ b. Rental lease

___ c. Inventory

___ d. Labor agreement

NAME_____ DATE_____

HACER INC./HISPANIC WOMEN'S CENTER
BILINGUAL VOCATIONAL TRAINING

TASK #19

ACTIVITY SHEET #4: VOCATIONAL

DIRECTIONS: From the items (a) through (d) under each subject heading, mark an "x" next to the item that does not belong under that subject heading.

Subject Heading

I. Accounting

___ a. Accounts Payable

___ b. Payroll

___ c. Bank statements

__x__ d. Newsletter

II. Budgets

___ a. Salaries

__x__ b. Publicity photos

___ c. Fiscal year expenses

___ d. Office supplies

III. Taxes

___ a. Federal

___ b. State

__x__ c. Insurance

___ d. Local

IV. Contracts

___ a. Equipment rental

___ b. Rental lease

__x__ c. Inventory

___ d. Labor agreement

NAME_____ DATE_____

HACER INC. / HISPANIC WOMEN'S CENTER
BILINGUAL VOCATIONAL TRAINING

TASK # 19

OPERATION SHEET: FILE BY SUBJECT

I. MATERIALS

a. 20 documents
b. File cabinet

II. PROCEDURE

1. Obtain 20 documents.

2. Arrange the documents by subject according to the indexing order.

3. Take the documents to the file cabinet.

4. Open the cabinet and use the file headings to locate the appropriate subject file to place the document.

5. Make sure you are filing the correct document in the file. (A file that is misfiled is lost)

6. Each document must be placed in the correct order in the files. Read the date on the document, place the documents in their files according to the date on the document. (example: Place a document dated June 5, after a document dated June 4, in a file.

HACER INC./ HISPANIC WOMEN'S CENTER
BILINGUAL VOCATIONAL TRAINING

TASK # 19

JOB SHEET

PRACTICE

DIRECTIONS: The facilitator will give you 20 documents to file. File the documents by subject in the cabinet the facilitator will show you.

I. MATERIALS

a. 20 documents
b. File cabinet

II. PROCEDURE *

1. Obtain 20 documents.

2. Arrange the documents by subject according to the indexing order.

3. Take the documents to the file cabinet.

4. Open the cabinet and use the file headings to locate the appropriate subject file to place the document.

5. Make sure you are filing the correct document in the file. (A file that is misfiled is lost)

6. Each document must be placed in the correct order in the files. Read the date on the document, place the documents in their files according to the date on the document. (example: Place a document dated June 5, after a document dated June 4, in a file.

HACER INC./ HISPANIC WOMEN'S CENTER
BILINGUAL VOCATIONAL TRAINING

TASK # 19

JOB SHEET

EVALUATION

DIRECTIONS: The facilitator will give you 20 documents to file. File the documents by subject in the cabinet the facilitator will show you.

I. MATERIALS

a. 20 documents
b. File cabinet

II. PROCEDURE

1. Obtain 20 documents.

2. Arrange the documents by subject according to the indexing order.

3. Take the documents to the file cabinet.

4. Open the cabinet and use the file headings to locate the appropriate subject file to place the document.

5. Make sure you are filing the correct document in the file. (A file that is misfiled is lost)

6. Each document must be placed in the correct order in the files. Read the date on the document, place the documents in their files according to the date on the document. (example: Place a document dated June 5, after a document dated June 4, in a file.

TASK #19

ATTACHMENT

STEPS AND TECHNICAL KNOWLEDGE

1. Obtain 20 documents.

2. Arrange the documents by subject according to the indexing order.

3. Take the documents to the file cabinet.

4. Open the cabinet and use the file headings to locate the appropriate subject file to place the document.

5. Make sure you are filing the correct document in the file. (A file that is misfiled is lost)

6. Each document must be placed in the correct order in the files. Read the date on the document, place the documents in their files according to the date on the document. (example: Place a document dated June 5, after a document dated June 4, in a file.

HACER INC./HISPANIC WOMEN'S CENTER
BILINGUAL VOCATIONAL TRAINING

TASK # 19

PERFORMANCE TEST			
TASK: FILE BY SUBJECT			
Directions: Demonstrate mastery of filing by subject by doing the following:			
This test evaluates your ability to : File by subject.. Given 20 documents, file them by subject with 100% accuracy.			
No.	Your performance will be evaluated using the items below. All must be "YES"	YES	NO
1.	Were the documents arranged by subject according to the indexing order ?		
2.	Were the documents placed in the correct files ?		
3.	Were the documents placed in the correct order by date in each file ?		
4.			
5.			
6.			
7.			
8.			
9.			
10.			

Trainee	Date	Attempts	Instructor's Signature